



FOOD FOR LIFE CANADA CHARITABLE CORPORATION

POLICY CATEGORY	BOARD GOVERNANCE
POLICY NUMBER	BG6
TITLE OF POLICY	BOARD CHAIR POSITION
APPROVED BY	BOARD OF DIRECTORS
DATE OF APPROVAL	APRIL 30TH, 2011
REVISION DATE	NOVEMBER, 2015

Purpose

The Chair of the Board shall be a Director who is designated by the full Board to act as the leader of the Board. The Chair also acts as the President of the Corporation.

Who May Be Chair

The Chair will be selected among the Directors of the Corporation who have a sufficient level of experience with corporate governance issues to ensure the leadership and effectiveness of the Board.

The Chair will be selected annually at the first meeting of the Board following the annual general meeting of Members.

Responsibilities

The following are the responsibilities of the Chair. The Chair may delegate or share, where appropriate, certain of these responsibilities with the Governance and Nominating Committee and/or any other independent Committee of the Board:

- a) Chairing all meetings of the Board in a manner that promotes meaningful discussion.
- b) Providing leadership to the Board to enhance the Board's effectiveness, including:
 1. Ensuring that the responsibilities of the Board are well understood by both management and the Board.
 2. Ensuring that the Board works as a cohesive team with open communication.
 3. Ensuring that the resources available to the Board (in particular timely and relevant information) are adequate to support its work.

4. Together with the Governance and Nominating Committee, ensuring that a process is in place by which the effectiveness of the Board and its committees (including size and composition) is assessed at least annually.
 5. Together with the Governance and Nominating Committee, contribute to any formal or informal assessment of individual Directors as relates their contribution toward Board effectiveness.
- c) Managing the Board, including:
1. To ensure the preparation of Board meeting agendas and ensuring pre-meeting material is distributed in a timely manner and is appropriate in terms of relevance, efficient format and detail.
 2. Adopting procedures to ensure that the Board can conduct its work effectively and efficiently, including Committee structure and composition, scheduling, and management of meetings.
 3. Ensuring effective collaboration with the Executive Committee and entire Board.
 4. Ensuring meetings are appropriate in terms of frequency, length and content.
 5. Ensuring that, where functions are delegated to appropriate committees, the functions are carried out and results are reported to the Board.
 6. Ensuring that a succession planning process is in place to appoint senior members of management when necessary.
 7. Together with the Governance and Nominating Committee, approaching potential candidates once potential candidates are identified, to explore their interest in joining the Board and proposing new nominees for appointment to the Board and its committees.
 8. Together with the Governance and Nominating Committee ensuring procedures are established to assess and recommend new nominees for appointment to the Board and its committees.
- d. Acting as liaison between the Board and management to ensure that relationships between the Board and management are conducted in a professional and constructive manner. This involves working with the Governance and Nominating Committee to ensure that the Corporation is building a healthy governance culture.
- e. At the request of the Board, representing the Corporation to external groups such as members and other stakeholders, including community groups and governments.