COLLEGE OF THE NORTH ATLANTIC

GOVERNANCE POLICY

TOPIC: ROLES AND RESPONSIBILITIES

TITLE: ROLE OF CHAIR OF THE BOARD

Policy No.	GP-RR-902	**Effective Date:**	August 27, 2026

902.0 The Chair of the Board shall:

902.1 Conflict of Interest

902.1.1 Where possible prior to a Board meeting, decide with or without the support of an Executive Committee whether or not an activity proposed to be engaged in or engaged in by the Board member is prohibited under the Conflict of Interest Policy and inform the Board member that the member shall comply with the decision.

902.1.2 During a Board meeting, settle a question concerning whether a Board member has failed to fulfill an obligation under the Conflict of Interest Policy by consulting with the Board as a whole.

902.1.3 Determine whether to request that the Board member who has failed to fulfill an obligation under the Conflict of Interest Policy, shall be: (i) excused from discussing the item; (ii) required to follow the Conflict of Interest policies as stated; or (iii) reprimanded.

902.1.4 Inform a Board member of their right to appeal the Chair's decision regarding a question of Conflict of Interest to the Executive Committee.

902.2 Evaluation

902.2.1 Ensure the Board conducts an annual evaluation of itself.

902.3 Meetings

902.3.1 Ensure that the notices and agenda of Board meetings are distributed to all Board members.

902.3.2 Convene and preside over meetings of the Executive Committee of the Board and the full Board.

902.3.3 Fulfill commitments either as a member or as an ex-officio member of all committees.

902.4 Orientation

902.4.1 Ensure orientation sessions are held for any new Board member following an appointment.

902.5 Policies

902.5.1 Ensure governance policies or procedures are consistent with all relevant documents such as provincial legislation.

902.6 Relation with the President

902.6.1 Maintain a liaison with the President and inform the Board of issues which may place the Board at risk.

902.7 Communication

902.7.1 Act as the official spokesperson for the Board on governance matters.

902.8 Professional Development

902.8.1 Receive requests for professional development from Board Members, consider each request in consultation with Committee Chair(s) as required, and approve or deny each request as the Chair considers appropriate.

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	Approved (Board Minute)	Date
Original Policy	BM 06-11-06	October 28, 2011
Revised	BM 02-14-02	March 24, 2014
Revised	BM 06-20-09	November 25, 2020
Revised	BM 02-23-15	June 15, 2023
Revised	BM 02-26-18	August 27, 2026