The key to a successful committee—even with committed committee members and solid objectives—is the Chair. The smooth management and creative achievements of the ICS Executive Committee are in direct relation to the chair's ability to lead and direct the committee's functions. An effective committee needs a Chair who will accept responsibility while encouraging others to offer thoughts and recommendations on the committee's activities.

While the Chair’s responsibilities should be outlined in detail in the committee description, in general, the chair's responsibilities and duties can be placed in four general categories:

1. Planning. The Chair consults with the ICS Assistant and other key members of the committee in planning the committee's agenda within the framework of the committee's responsibilities.

2. Conducting Meetings. The Chair consults with the ICS Assistant to develop an agenda and directs the committee's work. He/she maintains the group’s focus, stimulates group thinking, encourages and channels discussions, weighs the value of expressed ideas and suggestions, summarizes constructive suggestions and seeks out decisions.

3. Maintaining Records and Information. He/she, in coordination with the ICS Assistant, ensures that accurate minutes are kept, motions recorded, necessary reports prepared, and a record of committee work maintained. In addition, the Chair remains constantly informed regarding the progress of individual committee members' assignments.

4. Getting Action. The Chair must motivate members toward active participation and involvement in committee activities. With overall objectives in mind, he/she must channel the interests and talents of individual committee members into productive efforts and ensure the necessary follow-up action.

The role and its responsibilities are outlined in detail below.

Role: Chair

Role Purpose:

* To lead, oversee and be responsible for all functions of the Branch, ensuring its continued growth, development, continuity and financial stability.

Role Duties and Responsibilities:

* Provide leadership to the Board, motivates members and encourages the Board’s role in strategic planning
* Helps guide and mediate Board actions with respect to organizational priorities and governance concerns
* Evaluates annually the performance of the organization in achieving its mission including assisting the Treasurer with reviewing and developing the annual budget
* Seeks volunteers for committees and coordinates individual board members assignments
* Periodically consulting with the Board on their roles and assisting where necessary
* Signatory for cheques/financial documents
* Ensure that organizational actions conform to Branch/Institute By-Laws

Role Deliverables:

* Chairs the AGM as well as all quarterly meetings of the Board
  + Encouraging all members to participate in discussion
  + Arriving at decisions in an orderly, timely and democratic manner
* Reviewing agendas prior to meetings with ICS Assistant and making changes as needed
* Prepare and present annual report/recap at the AGM
* Act as Branch/Institute representative at events as required
* Manage Board, coordinating outgoing members and work with Nominating Committee Chair to recruit new Board members

Role Time Requirements:

* Term is two years, beginning at the AGM; may not be re-elected without a break
* The immediate past Chairman of the Branch shall be ex-officio Member of the Board for the next branch year on completion of his/her tenure, provided he/she remains a member of the Institute and of the Branch and is resident in Canada.
* Attend four Board Meetings during the year
* Attend the AGM
* Average of 1-2hrs/week