**Title**: **Chair**

**Term Renewed:** Odd Years

**Purpose:** To provide leadership to the Island Lakes Residents Group (ILRG) Board Members.

**Role:** The role that the Chair plays is different from all the other roles on the Board. It is the Chair's job to ensure that the Board operates as a team and is concerned about getting the best out of each and every member of the Board. The Chair's role can be summed up in the term "leader".

As the Chair, the rest of the Board will look to you for leadership. This does not mean that the Chair should "run" the organization. It means that you have to spend time considering Board and committee assignments to make sure that all the work of the Board gets done in the most efficient and effective way.

In addition to being an overall leader, the Chair should accept some specific responsibilities as well (listed below).

**Responsibilities:**

* Coordinate the planning of the Board's activities for the year ahead and plans for ILRG's future.
* Prepares, in consultation with the Board Secretary, the agendas for Board meetings.
* Arranges for Board meeting space.
* Presides at Board meetings, making sure that they run smoothly.
* Ensures that Board members have the information they need to make informed decisions.
* Oversees Board recruitment and retention.
* Ensures that all new Board members get a proper orientation to the Board and to the ILRG.
* Takes charge of the delegation of responsibilities, making sure that they are spread out equitably among the Board members.
* Maintains contact with Board members, helping them to stay on track and monitoring whether they need any additional support.
* Takes an active role in fundraising.
* Represents the ILRG at public functions and before public bodies, including funders.
* Participate in all ILRG community events.
* Maintains government relations at the Federal, Provincial and City levels.
* Attend government meetings for the community at large.
* Foster relationships with local businesses.