

## **COMMITTEE CHAIR CHARTER**

### **INTRODUCTION**

- 1) The Chair shall designate trustees to serve as standing committee chairs for a period of one (1) year. Committee chairs will coordinate the activities of their assigned committees with the assistance of Management.

### **DUTIES AND RESPONSIBILITIES**

- 2) With regard to their assigned committees, committee chairs shall:
  - a) Review the committee meeting agenda with Management;
  - b) Preside at all meetings, ensuring that such meetings are conducted in an efficient manner and in accordance with the Brown Act and the Board's *Simplified Rules of Order* (see *Board Operations Policy*);
  - c) Appoint a committee member to serve as committee chair in the event the committee chair is unavailable to chair a committee meeting, failing which the remaining committee members may appoint a committee chair from among themselves;
  - d) Appoint additional alternate trustees to the committee when necessary to satisfy quorum requirements;
  - e) Guide the committee in achieving a consensus on decisions, when possible, while allowing full and open debate;
  - f) Ensure coordination of meetings, agendas, schedules and presentations, in consultation with Management;
  - g) Work to ensure cohesion within the committee;
  - h) Work to ensure that the committee discharges its duties and responsibilities as set forth in its charter, the Regulations, and the governance policies of the Board;
  - i) Facilitate effective and open communications between the committee, the Board and the Chief Executive Officer;
  - j) On behalf of the committee, report to the Board on the activities of the committee; and
  - k) Carry out such other functions and duties that may be prescribed by the Board.



#### **POLICY REVIEW AND HISTORY**

- 3) This charter shall be reviewed at least every five years.
- 4) This charter was:
  - a) Adopted by the Board on November 14, 2001.
  - b) Amended on November 14, 2001; June 23, 2004; December 12, 2012; April 13, 2016; August 11, 2021; and April 13, 2022.