



**Policy Section 2: BOARD STRUCTURE AND RESPONSIBILITIES**

**Policy #: 2.7.1**

**Policy: Job Description Board Chairperson**

**Revision: Rev 1**

**Approval: April 27, 2021**

**JOB DESCRIPTION  
BOARD CHAIRPERSON**

**1. General:**

- 1.1 The Flower Cart Board Chairperson is elected by the Board of Directors for a term specified in The Flower Cart By-Laws. The Chairperson is the senior Officer of the Board and assumes the responsibilities listed below.

**2. Responsibilities:**

- 2.1 Leads the Board of Directors in carrying out its governance functions.
- 2.2 Ensures Board compliance with The Flower Cart's By-Laws, vision, and mission.
- 2.3 Ensures that Board policies are in place and current with respect to fiduciary and Board governance responsibilities.
- 2.4 Models appropriate behaviour and sets high standards regarding Board conduct.
- 2.5 Acts as a spokesperson for The Flower Cart in the wider community and advocates for its causes.
- 2.6 Acts as the day-to-day interface with the Executive Director on behalf of the Board.
- 2.7 Ensures Board resolutions are acted upon by the Executive Director.
- 2.8 In conjunction with the Executive Director's Performance Evaluation Committee, provides input to and presents the Executive Director's performance evaluation.
- 2.9 Sets Board meeting agendas and priorities in consultation with the Executive Director.

- 2.10 If necessary, casts the deciding vote in matters before the Board.
- 2.11 Appoints Committee Chairpersons.
- 2.12 Serves as an ex-officio member with a voice and a vote on all Board committees.
- 2.13 Ensures the timely recruitment of new Directors in conjunction with the Nominating Committee and other Directors.
- 2.14 Acts as the final authority in appeals of Board decisions with respect to formal grievances against the Executive Director.
- 2.15 In conjunction with the Nominating Committee, ensures new Directors are provided with a timely orientation to their duties.

**3. Record of Amendments:**

<b>Revision #</b>	<b>Summary of Revision</b>	<b>Date Approved</b>
Rev 0	Original Issue	March 28, 2017
Rev 1	Reviewed and Updated	April 27, 2021