

BOARD CHAIR, HARBORD VILLAGE RESIDENTS' ASSOCIATION

JOB DESCRIPTION

The Board Chair ("BC") is an elected position on the HVRA Board of Directors and is an Officer of the Association. According to the Constitution, the role is described as follows:

6. (b) The Chair shall preside at all meetings of the Board and of the Association, unless unable to do so, in which case the Immediate Past Chair shall preside *pro tem* in place of the Chair, with the approval of the Board, pending either the return of the current Chair if the absence is temporary, or the election of a new Chair by the General Meeting. Alternatively, the Board may nominate and approve the appointment of another Member of the Board as Chair *pro tem*, also pending either the return of the current Chair if the absence is temporary, or the election of a new Chair by the General Meeting. The Chair shall supervise the general management and operation of the Association.

Responsibilities:

1. The BC will serve at least one (1) 2-year term and can be elected to a maximum of two (2) additional 2-year terms
2. The BC shall preside at all meetings of the Board and of the Association in accordance with the HVRA Constitution
3. The BC shall supervise the general management and operation of the Association, and participate in new Board member orientation, ongoing training and mentoring as needed
4. In conjunction with the Board Secretary, the BC shall organize the agenda for all meetings of the Board and General Meetings, liaising with Board Committee/Portfolio chairs to ensure accuracy in the characterization of their work
5. The BC's authority arises from the General Meeting in the first instance and from the Board between General meetings
6. The BC ensures the HVRA Constitution and the Board Expectations Agreement are respected; the latter document (appended here for ease of reference), personally signed by each member of the Board when initially elected, addresses matters such as confidentiality and meeting attendance.
7. The BC monitors compliance with Board directives
8. Oversight:
 - 1) Everything that is done in the name of HVRA must be copied to the BC; this does not mean the BC has to act on every such notification and the BC shall decide what requires his/her attention and/or delegation

- 2) The BC ensures that HVRA organization and structure are functioning smoothly:
 - timeliness: the BC is the watch-keeper of deadlines
 - information flow: the BC ensures people who need to know, get to know
 - collaboration: the BC ensures all committees work in harmony & not at cross purposes
 - trouble-shoot: such as calling small-group meetings where process needs smoothing, or where committees need extra assistance
 - ensure activities are on schedule and supported

9. The BC keeps a watching brief on most activities of the organization, in particular the following portfolios:
 - 1) Board Secretary on meeting places, dates and agendas
 - 2) Board Treasurer on cash flow and budgetary issues
 - 3) The Board Vice-Chair on issues arising from community correspondence and significant community engagement activities
 - 4) Communications on timeliness and content of HVRA's flyers, newsletters, e-blasts, web banners/sidebars, and social media/channels such as Twitter

10. With regard to the General Meetings, i.e. the Annual General and the Spring Meetings:
 - 1) The BC liaises with the Past Chair and other members of the Board, on potential candidates for Executive and Area Representative positions
 - 2) Liaises with the Constitution Committee on constitutional amendments and, in conjunction with the Past Chair, on candidates for Executive positions, and
 - 3) In consultation with the Vice Chair, the BC—
 - liaises with guest speakers and the City's Councillor, and
 - ensures the meeting agenda leaves time for all items to be addressed and are being presented in order of importance

11. External Duties
 - 1) The BC is the public face of HVRA
 - 2) As such, the BC attends public meetings and discussions or delegates attendance
 - 3) In consultation with the Board and its Committee / Portfolio chairs as appropriate, the BC coordinates and strategizes, with other Residents Associations, Business Improvement Association, the University of Toronto Liaison Committee, and the Councillor's office on planning and other common issues and concerns
 - 4) The BC hosts meetings as necessary, and reports to the Board on all such meetings