

**POLICY NUMBER:** 1.00.160**EFFECTIVE DATE:** 4/19/12**TITLE:** Charter of the Board Chair**SUPERSEDES:** 8/1/03**BOARD ADOPTION:** 4/19/12**APPROVED:** 

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**INTRODUCTION**

The Board elects a Chair annually. Legislative members and non-voting members are not eligible to serve as Chair.

**DUTIES AND RESPONSIBILITIES**

The Chair will exercise the powers and will perform the duties and functions specified below:

1. Recommend to the Board the members and chairs to serve on each Committee;
2. Preside at meetings of the Board, ensuring that such meetings are conducted in an efficient manner and in accordance with state open public meeting laws and agreed-upon rules of order;
3. Ensure coordination of meetings, agendas, schedules, and presentations in consultation with the Executive Director;
4. Discuss with each Board member their performance on the Board as part of the Board's annual self-evaluation process;
5. Facilitate effective and open communications between the Board and the Executive Director;
6. Ensure that the Board discharges its duties and responsibilities as set forth in the Act, the Board's charter, rules and regulations, and the governance policies of the Board;
7. Serve as spokesperson for the WSIB in situations where the Board deems it would be inappropriate for the Executive Director to serve in such a capacity;
8. Be available to appointing authorities to discuss the needs of the Board, time commitment, and responsibilities when there are impending voting Board member vacancies. The Chair may wish to engage the incumbent Board member in this discussion;
9. Review travel and other job-related expenditures of the Executive Director; and
10. Carry out other functions and duties as prescribed by the Board.

**CHARTER REVIEW**

The Board shall review this policy at least once every three (3) years to ensure that it remains relevant and appropriate.

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Policy Adopted 8/1/03  
Reviewed 7/20/06  
Reviewed 4/16/09  
Revised 4/19/12  
Reviewed 4/16/15