

BOMA INTERROGATORY #11

INTERROGATORY

Ref:

<https://www.mycommittee.com/BestPractice/Committees/Chairingacommittee/ChairResponsibilities/tabid/264/Default.aspx>

Preamble:

Board or Committee Chair Responsibilities: The chair's duties and responsibilities include, but are not limited to, the following;

The Chair shall:

- In consultation with the Executive Director, CEO or other board or committee members, schedule dates, times and location for meetings*
- Ensure meeting are called and held in accordance with the organizations' mandate, terms of reference or by-laws*
- In consultation with the Executive Director or CEO, and/or other board or committee members establish and confirm an agenda for each meeting*
- Ensure the meeting agenda and relevant documents are circulated to the members of the committee 3-5 days in advance of the meeting*
- Officiate and conduct meetings*
- Provide leadership & ensure committee members are aware of their obligations and that the committee complies with its responsibilities*
- Ensure there is sufficient time during the meeting to fully discuss agenda items*
- Ensure that discussion on agenda items is on topic, productive and professional*
- Ensure minutes are complete and accurate, retained, included and reviewed at the next meeting*
- Chair in camera meetings as required.*

Union has proposed a Terms of Reference for the Evaluation Advisory Committee. Would Enbridge be agreeable to the above referenced roles and responsibilities of a committee chair to address some of the shortfalls of the current committee structure and operational processes?

RESPONSE

Enbridge would be agreeable.

Witnesses: D. Bullock
D. Johnson