



A5 CHAIRPERSONS ROLE DESCRIPTION

(Standards 1.2 Regulatory Compliance; 1.8 Information Systems)

Chairperson Role Description

The Chairperson is the leader of the Board, responsible for the integrity of the Board's own processes.

The role involves the following responsibilities:

1. Spokesperson for Serbian Community Welfare Association of SA Inc. T/A Pennwood as appropriate

2. Meeting management

Lead Board meetings in order to achieve productive outcomes.

Ensure fairness and neutrality in all meeting procedures.

Ensure that the Board stays within its governance role at all times.

Provide counsel for Board members who do not comply with Board protocols or policies.

Manage the agenda setting and minute writing processes.

3. Chairperson's authority

The Chairperson is limited by the Board's Governance policies, including the separation of Executive and management roles.

The Chairperson has no authority to alter the Board's Strategic Plan or policies.

The Chairperson supervises or directs the Chief Executive through Board decision making processes

The Chairperson may delegate aspects of his/her role but remains accountable.

4. Chairperson's Initiatives outside the Board

The Chairperson is delegated to take initiatives outside the Board meetings where these may expedite Board proceedings

Chairperson of the Board

(Monica Belosevic)