

**THE UNIVERSITY OF WINNIPEG**  
**TRUSTEED PENSION PLAN**  
**BOARD OF TRUSTEES**

**Terms of Reference:      Chair of a Board Committee**

Duties and Responsibilities:

The primary responsibilities and duties of the Chair of a Board Committee encompass the following:

- Preside at all meetings of the Board Committee at which he/she is present.
- Call meetings of the Board Committee.
- Prepare the Agenda for the Meeting.
- Facilitate meetings of the Board Committee, with the provision that the Chair foster inclusive discussions and test for consensus where possible.
- Take or cause notes of the meeting of the Board Committee to be taken.
- Following each meeting, file a copy of the Committee notes with the Board Secretary.
- Act as communicator for the Committee at Board of Trustees meetings, providing a report to the Board on the activities of the Committee.
- Ensure that the Board Committee reviews and accomplishes its annual Calendar of Deliverables.
- Review Action Items from each meeting's notes and monitor their progress in communication with the relevant Committee members.
- Submit annual report and items of interest for annual Newsletter.

These Terms of Reference are effective: **November 2011**

All Terms of Reference to be reviewed annually and updated accordingly.