



Policy Type: Governance  
Policy Title: Board Chair's Role  
Policy Number: 1.7  
Office Responsible: Board, Board Chair and CEO  
Related Policies: 1.3, 1.5, and 1.6  
Related Procedures: N/A  
Related Laws: Michigan Community College Act  
HLC Criterion: 2A, 2B, 2C

### **Policy Statement**

The Board Chair is the Chief Officer of the Board. The Board Chair shall:

- Be a duly elected member of the Board.
- Ensure the integrity of Board processes.
- Lead the Board in the development, implementation, assessment, and improvement of Board goals related to governance process and Ends policies.
- Set a positive servant leadership tone for all Trustees to follow.
- Speak on behalf of the Board as its primary public spokesperson regarding Board decisions and in any special circumstances that are specifically authorized by the Board as a whole.
- Represent the Board, or ensure Board representation, at official events.
- Ensure Board and individual Trustee actions are consistent with applicable law, Board bylaws, and Board policy.
- Confer with the CEO in the development of Board agenda to ensure timely and proper Board consideration of items requiring its attention.
- Preside over all meetings of the Board.
  - Ensure all meetings of the Board are conducted in an efficient and effective manner and in accordance with the bylaws and applicable law.
  - Stimulate substantive Trustee discussion on issues and decisions.
  - Ensure discussion and deliberation at the Board meetings focuses on issues and decisions, which, according to Board policy, belong to the Board, not the CEO.
  - Ensure all deliberation at Board meetings on issues and decisions is orderly, fair, open, and thorough.
  - Attempt to develop Trustee consensus on Board decisions.
- Call emergency and special meetings of the Board.
- Ensure Board and Trustee compliance with the provisions in the Governance Process and Board-Staff Relationship policies.
- Not make decisions regarding implementation of the Ends and Executive Limitations policies. Such implementation is reserved for the CEO.
- Communicate the Board's decisions to the CEO. Since the CEO is responsible to the entire Board, the Board Chair has no authority to unilaterally supervise or direct the CEO.
- Ensure that the other Board members are informed of current and pending Board issues and processes.
- Appoint members of committees established by the Board.
- Be responsible for Board and Trustee conduct and discipline as it relates to Board policy.

- Support and meet with the CEO on a regular basis to enhance communication, clarify Board direction as it relates to policy, and strengthen the Board-CEO relationship.
- Ensure the Trustees are informed of Board issues and processes.
- Ensure that all newly elected Trustees engage in Trustee orientation activities.
- Ensure the Board participates in Board development activities.
- Ensure the Board participates annually in self-evaluation activities.
- Ensure the Board regularly evaluates the CEO.
- Sign documents on behalf of the College as may be required.
- Perform other duties as may be prescribed by law or authorized and directed by the Board.

**Change Log**

Date of Change	Description of Change	Responsible Party
6/5/80	Initial Approval	
12/15/87	Reviewed	
2/25/88	Revised	
4/17/18	Revised; referenced in former Policy 1.3.1	Board