

Responsibilities of chairs and deputy chairs

Chair and deputy chairs

- 1 The chair and deputy chair(s) are appointed by Council, on the recommendations of the Nomination Committee.
- 2 The term of office of the chair and deputy chair(s) is one year renewable for further terms not exceeding one year.

The primary duty of the chair is to direct the business of the committee to ensure it follows policies and strategies agreed by Council. Other duties of the chair include, but are not limited to the following:
 - (i) ensure that the committee provides relevant and timely advice and support to Institute management and staff in their conduct of Institute operations and activities;
 - (ii) confirm / agree revised terms of reference of the committee with Institute management and staff and members of the committee;
 - (iii) agree the agenda for meetings with Institute management and staff with due consideration of inputs from members of the committee;
 - (iv) chair meetings of the committee to ensure efficient conduct of committee business;
 - (v) review draft minutes of the committee meetings.
- 4 The deputy chair(s) assist the chair in his/her duties and deputize for the chair as needed.