

# Role of the Chair

## Okanagan College Education Council

March 2025

### **A. ROLE OF THE CHAIR**

The principal role of the Education Council Chair is to provide leadership to the Education Council and ensure its effective governance and fulfillment of its statutory responsibilities under the College and Institute Act.

The Chair is accountable to the Council, serves as the primary liaison between the Council and the Administration, and the Council and the Board of Governors. The Chair represents the Council internally and externally, including acting as a spokesperson for Council decisions where appropriate.

**The Chair's Responsibilities include, but are not limited to, the following areas:**

### **B. RESPONSIBILITIES**

#### **i) Leadership**

- Provide leadership to the Education Council and ensure the effective management of Council affairs.
- Serve as the official spokesperson for the Education Council.
- Work closely with the Education Council Secretary to facilitate Council operations.
- Represent the Education Council at institutional activities to foster positive internal relationships.
- Strengthen relationships between the institution and the broader community at community and professional events.
- Strengthen relationships between Okanagan College and other post-secondary institutions by attending provincial meetings.

#### **ii) Communication**

- Ensure effective relationships and communication among Council members, and between the Council and the institution's leadership on matters impacting academic governance.
- Act as the primary liaison between the Education Council and the President.
- Ensure the Vice-Chair and other Council members are informed of current and pending Council issues and initiatives.

#### **iii) Meetings**

- Chair and facilitate all meetings of the Education Council, ensuring they are conducted efficiently and focus on matters relevant to educational governance.
- Working closely with the Council Secretary develop the agenda.
- Ensure that the Council discusses and deliberates appropriate topics within their authority, maintaining a clear distinction between governance and administration.
- Serve on all standing committees as a full or ex officio member as determined in the committee's Terms of Reference.

**iv) Council Governance**

- Make recommendations to Education Council for member appointments to its Committees, considering skills, expertise, and alignment with the Council and each Committee’s Terms of Reference.
- Appoint committee chairs to Council committees considering the skills and expertise required.
- Appoint members to the Provisional Approvals Committee as required.
- Ensure that members adhere to Education Council bylaws, policies, and practices and fulfill their responsibilities effectively.
- Address and manage the conflicts of interest of Council Members.
- In collaboration with the Provost and Council Secretary, oversee onboarding and orientation for new Council members and offboarding of outgoing members.

**v) Academic Governance and Strategy**

- Regularly liaise with the Provost and Vice President Academic to ensure alignment between the Council and the institution’s academic leadership.
- Support and participate in processes related to academic governance, policy development, and strategic planning.

**C. ADDITIONAL RESPONSIBILITIES**

The Education Council Chair shall perform other such functions as may be ancillary to the responsibilities described above and as may be delegated by the Education Council from time to time.

**D. SUPPORT**

The Education Council Chair is supported by the Education Council Secretary, who reports to the Chair and the President (or designate).

**E. TIME COMMITMENT**

The Education Council Chair can expect to spend approximately 50% of their work week, on average, attending to Education Council matters, attending Council and standing committee meetings, annual planning, preparing reports, supporting member recruitment, and addressing other academic governance matters.

**E. REVIEW HISTORY**

<b>Date</b>	<b>Review</b>
2025-03-06	<i>New Role of the Education Council Chair Approved by Education Council: Role of the Education Council Chair</i>