

POSITION DESCRIPTION

Position

Committee Chairman

Appointment and Term

Each Committee Chairman will be appointed by the Board following the AGM to hold office until the next AGM, unless the member is unable to serve or is removed from office. A casual vacancy may be filled at any time by the Board to hold office until the next AGM.

General Responsibility

Overseeing matters relating to the Terms of Reference of the Committee and its stewardship responsibilities and, where appropriate, ensuring that such matters are fully disclosed and discussed with the Board.

Specific Responsibilities

1. Manages the process of Committee meetings to ensure that the Committee's Terms of Reference are being fulfilled.
2. Schedules Committee meetings and determines the agenda for those meetings.
3. Ensures that each Committee member has notice of Committee meetings and an opportunity for full participation.
4. Provides opportunity for non-executive Committee members to meet independently of Management.
5. Reports on the activities and decisions of the Committee to the Board at the next meeting of the Board.
6. Works with the Chairman of the Board to ensure that the Committee composition is appropriate in terms of numbers, skills and independence.
7. Works with the Chairman of other Committees in areas of shared responsibility such as risk evaluation.
8. Works with a designated member of Management to ensure that the appropriate information is provided to the Committee.