**Role of the NEAS Board Chair and Deputy Chair**

The chair is responsible for leadership of the board including:

* Facilitating proper information flow to the board;
* Facilitating the effective functioning of the board including managing the conduct, frequency and length of board meetings;
* Communicating the views of the board, in conjunction with the CEO, to the organisation’s members, security holders, broader stakeholders and to the public.

In performing his/her role, the chair’s responsibilities also include:

In consultation with the CEO/company secretary:

* Setting the agenda for the matters to be considered by the board;
* Seeking to ensure that the information provided to the board is relevant, accurate, timely and sufficient to keep the board appropriately informed of the performance, finances, affairs, opportunities and challenges of the organisation, and of any developments that may have a material impact on it;
* Seeking to ensure that communications with stakeholders, regulators and the public are timely accurate and relevant;
* Facilitating open and constructive communications amongst board members and encouraging their contribution to board deliberations;
* Overseeing and facilitating board, committee, board member and CEO evaluation reviews and succession planning;
* Liaising and interfacing with the CEO as the primary contact between the board and management;
* Liaising with and counselling, as appropriate, board members.

Subject to the terms of the constitution, the chair is appointed by the board from amongst its members and holds office at the discretion of the board until removed from office by the board or until the chair resigns from office or is no longer a board member.

In the absence of the chair, the deputy chair should assume the role that otherwise would be performed by the chair if the chair was not absent.

The chair should be non-executive and independent and the roles of the chair and the CEO should not be exercised by the same person, except in special circumstances approved of by the board.