

## **ROLES AND RESPONSIBILITIES OF THE CHAIRPERSON OF THE COUNCIL ON POST-SECONDARY EDUCATION**

The Chairperson of the Council on Post-Secondary Education (the “Council”) is one of eleven members appointed to and designated by the Lieutenant Governor in Council. The Chairperson is appointed to serve a term of office that must not exceed three years, and is eligible to serve no more than two consecutive terms.

The Chairperson is a voting member of the Council, and may exercise his/her voting privilege at any time during the regular proceedings of Council meetings. The Chairperson receives remuneration for performing the duties of the position. As well, the Chair is reimbursed for out-of-pocket expenses incurred in the discharge of his/her responsibilities. The responsibilities of the position are as follows:

- Be fully informed of the mandate, powers and duties of the Council as outlined in the *Council on Post-Secondary Education Act*.
- Preside over regularly scheduled meetings of the Council and any other meetings considered appropriate.
- Liaise between the Minister of Advanced Education and Literacy and the Council by:
  - Meeting regularly, or as requested with the Minister to advise of the Council’s perspectives on post-secondary education issues, and to inform the Minister of the needs (financial, academic and otherwise) of individual post-secondary institutions and the system as a whole, and
  - Informing the Vice-Chair and Council members of discussions held with the Minister on issues pertaining to the Council and the post-secondary education system.
- Meet with the Secretary to the Council on Post-Secondary Education to discuss issues pertaining to post-secondary education matters and Council meetings.
- Attend the annual Estimates meetings with the individual institutions.
- Meet with institutional representatives to maintain good working relationships.
- Meet with educational stakeholders within the post-secondary education system such as faculty associations and student representatives on an as-needed basis.
- Make presentations and speeches at education-related forums and events on behalf of the Council or Minister of Advanced Education and Literacy, and

- Serve as a representative of:
  - The Council within the post-secondary education system, the Government, and the community-at-large, and
  - The Minister of Advanced Education and Literacy, when requested, to deal with post-secondary education issues.