Document 245	Division of Responsibilities between the Chair and CEO
What is this?	This is Carriglea Cáirde Services' Division of Responsibilities between the Chair and the CEO
Governance Code Section:	4.1 (e)
Notes:	This document details which areas/actions are the responsibility of the Chairperson of the Board, and which are the responsibility of the CEO of the organisation

Carriglea
Cáirde Services

Carriglea Cáirde Services
Division of Responsibilities between Chair and CEO

Chair's Responsibilities

- To chair meetings of the board.
- To finalise the agenda for board meetings and when necessary liaise with the CEO regarding any follow-up work
- To act as a link person between the board and CEO
- To be responsible for annual appraisal of CEO
- When necessary, to speak on behalf of the board. (Carriglea Cáirde Services' official spokesperson is designated to be the CEO, but on occasion, the Chair may need to be the spokesperson. All public statements to be made within agreed policies and parameters as set down by the board.)
- Responsible for formation of sub-groups of the board and is an ex-officio member of any such sub-groups
- To ensure adequate operational support for CEO and other personnel
- Term of Office: three years.
- The Chairperson will be an automatic member of the board even if he/she has already served the maximum of three years on the board.
- Oversight of succession planning for Board members.

CEO's responsibilities (with respect to Board Matters)

- To develop draft agendas for board meetings (for approval by the Chair)
- To ensure relevant and appropriate materials for all board meetings and subgroup meetings are prepared and circulated in a timely manner in advance.
- To ensure that any follow up actions from board meetings are implemented and to report as necessary.
- To act as a link person between the board and the staff.
- To attend subgroup and board meetings (unless specifically requested not to do so from time to time).
- To implement the operational aspect of Board succession planning as delegated by the Chair.