

<p align="center"><b>The Organized Hamlet Of Pelican Cove</b></p>	<p align="center"><b>Title of Policy</b></p> <p align="center"><b>Chairperson</b></p>
<p align="center"><b>Responsibilities</b></p>	
<p><b>Effective Date:</b> Jan 20 / 2024</p>	<p><b>Approval:</b> <i>ES JMB</i></p>
<p><b>Review Date(s):</b></p>	<p><b>Amendment Date(s):</b></p>

**POLICY STATEMENT:**

- a) The Chairperson is the spokesperson for the board;

**PROCEDURES:**

- a) The Chairperson is appointed by the board;
- b) Responsible for communication and liaison between ratepayers, RM of Leask and Hamlet Board;
- c) Work with board members to prepare meeting agendas, emails and newsletters;
- d) Chair regular meetings and AGM;
- e) Work with board members to complete yearly budget, capital plan and present to RM;
- f) Work with board members on special projects.
- g) Work with board members to complete and update policies as required.

\*OHPC Board members are to communicate to the RM of Leask Administrator and Division 6 RM Counsellor, on an on-going basis to provide update and changes within the OHPC.