

UNIVERSITY OF WEST FLORIDA BUSINESS ENTERPRISES, INC. (BEI)

POLICY #: BEI 1.12 – 8/13

EFFECTIVE DATE: AUGUST 23, 2013

POLICY/PURPOSE: **BOARD OF DIRECTORS CHAIR**
Establish a Policy setting forth duties of the Board Chair

RESPONSIBLE OFFICE: BEI

1. APPLICABILITY: Board of Directors

2. POLICY

The UWF Business Enterprises, Inc. Board of Directors is composed of six persons, with one person serving as Chair. In addition to the duties set forth in the Bylaws, the Board Chair has multiple responsibilities, including being the spokesperson for the Board, as follows:

A. The only person authorized to act as spokesperson, or speak, for the Board with the public, news media, or other entities. All other Board members should direct inquiries to the Chair.

B. Preside at all Board meetings with all the commonly accepted authority of that position under *Robert's Rules of Order*; unless superseded by Florida Corporation Code.

C. Assist the Board in operating in a manner consistent with its own rules and those legitimately imposed upon it from outside UWF Business Enterprises, Inc.

D. Assist in setting the meeting agenda in consultation with the University's Vice President for Business, Finance, and Facilities, and with the CEO of UWF BEI.

E. Assist the Vice President for Business, Finance, and Facilities, and CEO of UWF Business Enterprises, Inc., in orientating new board members.

F. Appoint a designee to act for the Chair in his/her absence.