



Association for Agency-Based Counselling  
& Psychotherapy in Ireland Ltd

## **Division of Responsibilities Between The Chairperson And Company CEO**

*This document is only to be used as a guideline for organisations*

*Should you require any further support or have any queries please contact  
(AACPI National Director)*

[www.aacpi.ie](http://www.aacpi.ie)

**This document details which areas/actions is the responsibility of the Chairperson of the Board, and which is the responsibility of the CEO of an organization.**

### **Division of Roles Between Chairperson And CEO Of A Company**

#### **Chairperson's Responsibilities**

- To Chair meetings of the board.
- To finalise the agenda for board meetings and when necessary liaise with the CEO of the organization regarding any follow-up work.
- To act as a link person between the Board of Director's and CEO
- To be responsible for annual appraisal of the CEO
- When necessary to speak on behalf of the Board of Directors. (The Organisation's official spokesperson is designated to be the (CEO of organization) 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 of Directors)
- Responsible for the formation of sub-groups of the Board of Director's and is ex-officio member of any such sub-group.
- To ensure adequate operational support for the CEO and other personnel.
- Not get involved in the operational aspect of the service, (not micro-manage)



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- Term of Office: To be in keeping with the Governance Code
- The Chairperson will be an automatic member of the board even if he/she has already served the maximum of agreed term of years on the board.
- Oversight of succession planning for board members.

### **Organisations CEO 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 when 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.

To provide the Board of Director's with a weekly, quarterly, monthly (whatever time the board requests) report on current and proposed operations