

## **The role of the Chairman of the Board and the Deputy chairman of the Board**

### **Chairman of the Board**

The Chairman of the Board of Directors is not legally required to perform other duties than the other members of the Board, apart from ensuring that Board meetings are held when necessary and that all members are summoned.

The Chairman's role:

- The chairman organises and chairs the meetings
- Acting as a contact person to the executive management
- Preparation of meeting agendas and ensuring timely release of meeting material to members before the meeting
- Ensuring notice to the entire Board of meetings
- Ensuring that the most significant issues of the company are addressed
- Ensuring that legal requirements of the Board are met
- Acting as external spokes person for the Board and/or company where relevant

### **The Deputy Chairman**

The main duty of the deputy chairman is to step in as acting Chairman of the Board, should this become necessary. The deputy chairman should therefore possess the relevant competencies and interests to take over the Chairman role. Under normal circumstances the deputy chairman may simply act as an ordinary board member.

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