



Effective date November 14, 2013  
Approved by Capital Region Board

## **ROLES AND AUTHORITIES OF THE BOARD CHAIR, INTERIM CHAIR AND VICE-CHAIR**

### **PURPOSE**

This policy clarifies the Board Chair's or Interim Board Chair, and Vice-Chair's role and responsibilities.

### **POLICY**

This role description outlines the delegated authorities provided to the Board Chair or Interim Board Chair required to carrying out his/her duties on behalf of the Board and ensure compliance with the Capital Region Board Regulation and any Ministerial Orders that are active.

### **GUIDELINES**

#### **1. POSITION SUMMARY**

The Chair will promote awareness and ensure the implementation of the Board's mandate, goals, and established outcomes of the Capital Region Growth Plan and develop and maintain effective relationships and communication with member municipalities, government and key stakeholders.

The Chief Executive Officer reports to the Chair.

#### **2. AUTHORITIES**

The Capital Region Board was created in April 2008 with the promulgation by the Province of Alberta of the Capital Region Board Regulation. The Board is defined as a corporation that has some of the powers and duties of a regional services commission under the Municipal Government Act. The Regulation, as updated periodically by the Province, outlines the authorities and responsibilities of the Board including the requirement to prepare and implement the Capital Region Growth Plan and the administration of the Regional Evaluation Framework. The Regulation and CRB Policies govern the overall operations of the Board.

In accordance with CRB Policy G005 Board Meeting Procedures, the Chair has voting rights as a member of the Capital Region Board representing his/her municipality. The Chair may participate in debate on any matter before the Board by relinquishing the Chair. The Chair may make a motion on any matter on the agenda but before doing so, the Chair must relinquish the chair to the Vice-Chair until the vote on the motion has been taken.

#### **3. RESPONSIBILITIES**

- Responsible to the members of the Capital Region Board.
- Ensures that the Board members are aware of their responsibilities under the Capital Region Board Regulation.
- Prepare for and Chair meetings of the Capital Region Board in accordance with the Capital Region Board Regulation and CRB Policies.

- On behalf of the Board, ensure that the Chief Executive Officer is satisfactorily carrying out his/her duties and is responsible for the annual performance review of the CEO with support from Advocacy, Monitoring Committee.
- Shall be designated by the Board and in CRB policies as one of the signing officers for certain Board documents.
- The Chair is non-voting ex-officio on all Board committees and task forces.
- When required, represents the Capital Region Board to the federal and provincial governments, other stakeholders and attends external events.

#### 4. TIME COMMITMENT

Properly performing the duties of the Chair will require a time commitment of between three and four working days per month.

#### 5. REMUNERATION

Remuneration is outlined in Schedule A

#### 6. BOARD VICE-CHAIR

In instances when the Chair rescinds his/her role during a Board meeting (refer to Policy G005) or at any other time, the Board Vice-Chair is authorized to perform the responsibilities and have the authority of the Board Chair.

Nolan Crouse, Board Chair

Document Tracking		
Date	Status	Comments
July 23, 2015	Revised	Ensured consistency between policies. Fixed technical errors.
August 31, 2015	Revised	Incorporated input from Governance, Priorities and Finance Committee
September 10, 2015	Approved	Approved by the Capital Region Board

## SCHEDULE A

### REMUNERATION

An elected Board chair will be paid a retainer of \$2,000 per month. The Chair will also be permitted to claim per diems and travel expenses for Board, committee, and task force meetings (i.e. \$200 per day). Per diems, travel and parking will be reimbursed in compliance with the CRB Policy G003 Remuneration and Expenses Board and Committee and Task Force Members. Parking at the CRB office building will be provided.

