



Effective date November 14, 2013

Approved by Capital Region Board

ROLE AND RESPONSIBILITIES OF COMMITTEE AND TASK FORCE CHAIRS AND VICE-CHAIRS

PURPOSE

This policy clarifies the role and responsibilities of committee and task force chairs and vice-chairs.

POLICY

The role of committee and task force chairs and vice-chairs are to oversee the efforts of the committee or task force enabling progress in its mandate through effective planning, member collaboration, productive meetings, and reporting.

GUIDELINES

1. MEETING PROCEDURES

The Chair is responsible for:

- a. Having a working knowledge of the CRB Regulation & other provincial obligations, Growth Plan, Board policies, and Board business and strategic plans; and
- b. Applying Policy G005, Meeting Procedures and Policy G013, Committee and Task Force Meeting Procedures.

2. AGENDA SETTING

With the assistance of the CEO and the assigned CRB Project Manager, the Chair is responsible for setting each meeting agenda, reviewing and approving the agenda package, and ensuring that the agenda and work undertaken by the committee/task force remains consistent to its mandate as set by the Board.

In setting the agenda, the Chair is responsible for assessing the timing and expected outcomes of the agenda and determining if a meeting should be rescheduled or cancelled.

As a general rule, the Chair will work with CRB administration to finalize and issue the meeting agenda and supporting documentation to its members one week prior to each scheduled meeting.

3. REPORTING

The Chair is responsible for ensuring that the committee/task force reporting is timely, consistent and transparent to the Board and its members. In doing so, the following tasks are included:

- a) Ensuring that meeting minutes are reviewed and included in the next scheduled Board meeting package;
- b) Ensuring committee/task force deliverables are reviewed and issued to the Board one week prior to a scheduled meeting; and
- c) Providing verbal updates to the Board as required.

4. VICE-CHAIR

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



Nolan Crouse, Board Chair

Revisions		
Date	Status	Comments
February 8, 2016	Update	Typo, updated 3(C) to required vs. requested.
April 14, 2016	Approved	Board approved