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## Committee Chair Role Description

### Context

CRPO committees operate within a prescriptive framework drawn primarily from legislation and by-law. As such, Chairs must ensure that their committee works in the public interest, following due process and undertaking appropriate and effective decision-making.

This decision-making must happen within an environment that encourages wide participation and allows opinions to be aired openly. The Chair accepts responsibility to help the committee accomplish their stated task, move through the agenda in the time available, and help the group make necessary decisions. While respect and consideration from the Chair are due to each member of the committee, the responsibility of the Chair is to the group and its work rather than to the individuals within the group.

The following role description is intended to:

- Support members in deciding if they are interested/able to accept the role of Committee Chair.
- Provide the basis for matching training needs with available opportunities for development.
- Comprise the framework for formal evaluation of Chair performance and Committee function.

### Overview

The role of the committee Chair includes responsibilities that transcend specific committee mandates. Information specific to each committee (e.g., frequency of meetings, typical panel workload, and expected deliverables) can be found on the CRPO website, in the terms of reference, procedural manuals or rules of procedure, and minutes of previous meetings.

Chairs must possess advanced level competencies identified for the Committee they lead and have the expertise necessary to fulfill its mandate. They must also be knowledgeable and supportive of Council policy and the regulatory and statutory obligations of the committee and the College. The Chair must understand the purpose of the committee, provide leadership to the committee to achieve its goals, and organize the committee's work so that action is taken in an orderly and timely manner.

The Chair is accountable to Council through regular reporting on committee or group activity and progress. The Chair collaborates with an identified senior staff person to facilitate ongoing management of the committee's work.

## **Specific Responsibilities**

In being aware of broader issues, trends and best practices, the Chair will have the following specific responsibilities:

1. Provide direction and guidance to the committee or group in keeping with its Council-approved terms of reference, any related legislative responsibilities, and the overall fiduciary duty to work in the public interest.
2. Apply the Council approach to rules of order, approved by-laws and code of conduct in overseeing committee or group meetings.
3. Collaborate with appropriate staff to ensure:
  - a. effective orientation of new committee members;
  - b. check in with panel chairs and committee members;
  - c. timely development of meeting agendas for both plenary and panel meetings; and
  - d. development of objectives and long-range plans for committee consideration.
4. Prepare for meetings by reviewing materials and working with staff to establish a plan, priorities and/or direction prior to each meeting.
5. Facilitate dialogue at meetings in a manner that:
  - a. welcomes all members' perspectives on issues;
  - b. encourages independent thinking and constructive collaboration;
  - c. promotes alignment on decisions that are balanced;
  - d. upholds decisions once they are reached; and
  - e. demonstrates good judgment for the successful fulfillment of the committee's purpose.
6. Consult with the President or Registrar as needed to manage circumstances where committee or group function is less than optimal, including introducing strategies to resolve conflicts which may arise.
7. Act as the principal spokesperson for the committee or group in reporting to Council at all general meetings.
8. Raise matters arising in the broader environment related to committee or group mandate for Council consideration or action.
9. Participate in the evaluation of committee or group processes as well as of individual members to ensure high levels of performance.
10. Ensure that the committee provides feedback to the Executive Committee on the Chair's performance. Participate in self-evaluation to obtain feedback on own and committee's performance.
11. Enforce attendance guidelines with committee members to ensure that if two or more consecutive meetings are missed without reasonable cause, or if one third of all meetings within the year are missed, that a member's continued involvement with the committee is reviewed.

## **Term of Office**

1. Committee Chairs are nominated by the Executive Committee and appointed annually by Council members, typically at the November meeting.
2. Committee or group members may serve as Chair when it is in the best interest of the continuity of the ongoing work of the committee or group.

## **Time Commitment**

### CRPO Council: Time Commitment Guideline

In addition to expected meeting preparation and attendance, the Committee Chair is expected to commit to:

- provide direction to staff related to plenary agenda planning and meeting materials
- provide feedback (as needed) as to how committee members are fulfilling their duties
- review and approve committee reports to Council
- contribute to annual report content development

## **Role Outcomes**

- Policies and standards of the College are upheld in the fulfillment of committee duties.
- Decisions comply with appropriate legislation and CRPO policies and are shaped by an understanding of the relationship of the various activities of the College committees.
- Reports to the College Council are made, as required, representing committee activities.
- Risk as it relates to the committee's mandate is managed, and Council is alerted to pertinent issues in a timely manner.
- New policies, guidelines or other tools are recommended to the Council, as required.
- Committee members are evaluated to support and promote the improvement of committee effectiveness.
- Interaction with College staff occurs by provision of information regarding the committee's work. Interaction with staff is managed in a respectful, collegial manner.
- Policy development, policy implementation, and communications initiated or led by the committee are informed by and respectful of diversity, including culture and gender identity.