

TO: Council

FROM: Governance Committee

DATE: February 26, 2020

SUBJECT: 4-30 Role of Committee Chairperson Policy

☒ For Decision

☐ For Information

☐ Monitoring Report

Purpose:

To review a draft proposed policy on the role of committee chairs.

Background:

The draft of the new proposed Council policy, Role of Committee Chairperson (#4-30), falls into the Governance Process policy category. Its purpose is to make the mandate/scope of the Committee Chair's role clear along with the corresponding responsibilities of this role.

The responsibilities of the Committee Chair position at COO are primarily those of facilitating effective committee process to contribute to the committee successfully achieving its mandate and responsibilities. The Committee Chair generally has no individual authority to make decisions but rather is responsible for bringing the committee to consensus decisions.

With the transparent and clear articulation of what is expected of Committee Chairs, Council Members can more effectively determine if they are willing and able to step up as a Committee Chair to meet these expectations.

For Consideration:

Figure 1 below outlines the draft new policy on the "Role of Committee Chairperson" and is shared for Council's review, discussion, and consideration.

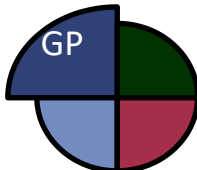
Recommendation:

That Council approve the proposed policy, Role of Committee Chairperson 4-30.

FIGURE 1

DRAFT NEW POLICY

FOR DISCUSSION

POLICY TITLE: ROLE OF COMMITTEE CHAIR	POLICY SECTION: GOVERNANCE PROCESS	POLICY NO: 4-30	
APPROVED BY: COUNCIL	REGULAR COUNCIL POLICY REVIEW FREQUENCY: EVERY 3 YEARS	MONITORING OF BOARD COMPLIANCE WITH POLICY CRITERIA FREQUENCY: EVERY 2 YEARS	
DATE APPROVED:	PRESIDENT'S SIGNATURE:		
DATE REVIEWED / REVISED:			

POLICY PURPOSE AND APPLICATION

The Committee Chair is the chair of a statutory, standing or ad-hoc committee of the College of Opticians of Ontario (COO).

The purpose of this policy is to clearly articulate the mandate, scope, and responsibilities of the position of Committee Chair.

POLICY

1. Committee Chairs are appointed or selected in the manner set out in the COO By-Laws.
2. A Committee Chair is the first among equals within the committee and is responsible for leading and facilitating the committee's work, with the support of other committee members, and the Registrar, CEO (or delegate staff member appointed by the Registrar, CEO), and for bringing the committee to a consensus, where possible and appropriate.
3. The Committee Chair generally has no individual authority to make decisions, however nothing in this policy prevents the Committee Chair from:
 - a. Making decisions of a procedural or administrative nature (e.g. setting meeting dates and agendas, etc.);
 - b. Exercising decision-making powers conferred on them by statute, regulation, by-law or other applicable authority (e.g. selecting panels); or
 - c. Making any other decisions that are delegated to the Committee Chair by the committee.

4. Within this mandate, the Committee Chair responsibilities include:
- a. Participating in any applicable Committee Chair orientation/training programs.
 - b. Chairing committee meetings on a regular basis, as required to fulfill the committee's mandate.
 - c. Utilizing the applicable rules of order, by-laws and code of conduct to manage and facilitate committee meetings, including introducing strategies to resolve any conflicts that may arise, and consulting with the Council Chair (President) for assistance where appropriate.
 - d. Collaborating with the appropriate staff person to:
 - i. Orient new committee members;
 - ii. Develop agendas for committee meetings; and
 - iii. Prepare committee reports to Council.
 - e. Where applicable, supporting the committee to develop an annual committee work plan to proactively achieve the committee's mandate and responsibilities and to ensure committee meetings are scheduled consistent with the committee work plan.
 - f. Ensuring that the committee functions within its terms of reference and working with the committee to make recommendations to Council for any proposed changes to the terms of reference.
 - g. Encouraging the active preparation and participation of all committee members in committee activities.
 - h. Where applicable, ensuring the committee has appropriate policies related to regulatory processes and decision-making criteria and that these are reviewed annually or as scheduled.
 - i. Acting as the principal spokesperson for the committee at all Council meetings.
 - j. Reporting to Council on committee work and achievement of its mandate and responsibilities, and where applicable, achievement of the annual committee work plan.
 - k. Ensuring that the committee functions effectively and efficiently and remains mindful of any applicable budgetary considerations.
 - l. In appropriate circumstances, supporting committee members in identifying conflicts of interest, whether real, potential or perceived, and ensuring that the proper process is followed in accordance with any applicable by-laws or policies. For clarity, the Committee Chair will not provide this support where doing so will put the Committee Chair in a conflict of interest as well.

- m. Seeking assistance from the Registrar, CEO (or designate) and conferring with the Council Chair (President) in matters the committee is unable to resolve.