

Board Chairperson Position Description



COWICHAN VALLEY REGIONAL DISTRICT

POSITION DESCRIPTION MARCH 2020

Position Category:	Elected Official
Role:	Board Chairperson

Position Summary:

The Board Chairperson is a member of the Board and the head and chief elected officer of the Cowichan Valley Regional District

Typical Duties:

- a. Ensure the law is carried out for the improvement and good government of the regional district;
- b. Communicate information to the Board;
- c. Provide input and direction for Board agendas and where appropriate, Committee or Commission agendas;
- d. Preside at Board meetings when in attendance, maintaining the order and conduct of debate and ensuring balanced input from all members;
- e. Recommend bylaws, resolutions and measures that, in the chair's opinion, may assist the peace, order and good government of the regional district in relation to the powers conferred on the Board by an enactment;
- f. Direct the management of regional district business and affairs, maintaining a good working relationship with the Chief Administrative Officer (CAO);
- g. Direct the conduct of officers and employees in accordance with section 239 of the *Local Government Act*;
- h. Provide leadership in the direction, performance evaluation and setting of the terms of employment of the CAO;
- i. Encourage Board Members' compliance with the CVRD's Code of Conduct for Elected Officials;
- j. May appoint standing committees of the Board and designate their chairs. Works with Committee Chairs to ensure committees function effectively and keep the Board apprised of actions taken;
- k. Call special meetings of the Board when necessary;
- l. Authorize a Local State of Emergency declaration if needed;
- m. Represent the Board in meetings with senior elected officials from other jurisdictions or at other levels of government;
- n. Act as a key representative with regard to ceremonial responsibilities;
- o. Ensure that issues are fully debated and that the public is heard;
- p. Facilitate collective decision-making;
- q. May act as the CVRD's spokesperson.

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Skills & Abilities

In addition to the Skills & Abilities of an Elector Area Director or Municipal Director;

- a. A thorough understanding of parliamentary procedures for conducting meetings.
- b. Ability to facilitate consensus, and/or bring discussion to a close in advance of a vote
- c. Ability to behave in a way that inspires the trust of the Board and sets an example for Board conduct and is consistent with the CVRD's Code of Conduct for Elected Officials.
- d. Ability to coach Board Members on appropriate process for achieving their objectives.