

Committee Chairperson Position Description



COWICHAN VALLEY REGIONAL DISTRICT

POSITION DESCRIPTION MARCH 2020

Position Category:	Elected Official
Role:	Committee Chairperson

Position Summary:

The Committee Chairperson is a member of the Board and oversees the proceedings of Committees of the Board

Typical Duties:

- a. Provide input on Committee agendas;
- b. Communicate information to the board;
- c. Preside at Committee meetings when in attendance, maintaining the order and conduct of debate and ensuring balanced input from all members;
- d. 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, and should be recommended to the Board for consideration or adoption;
- e. Ensure the Committee/Commission considers the Board's strategic priorities when making recommendations;
- f. Act as the key representative with regard to Committee responsibilities;
- g. Ensure that issues are fully debated and that the public is heard;
- h. Facilitate collective decision-making.

Skills & Abilities

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

- a. A good 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 Committee, sets an example for Committee conduct, and is consistent with the CVRD's Code of Conduct for Elected Officials.