


Policy Title: ROLE OF COMMITTEE CHAIR		Policy Section: IV Governance Process		Policy Number: IV-22
Approved By: Board of Directors	Date Approved: Sept 9, 2005	Date Reviewed/ Revised:		Board Chair's Signature: 
		Sept 15, 2009 Sept 21, 2012 May 12, 2015	June 11, 2018 June 3, 2021 May 28, 2024	

BACKGROUND

CMLTO Statutory Committees operate within a prescriptive framework drawn primarily from legislation, regulations and the CMLTO By-Law. As such, Chairs must ensure that their Committee works and makes decisions/recommendations in the public interest, following due process and undertaking appropriate and effective decision-making.

This Committee decision-making process must happen within an environment that encourages wide participation and allows various perspectives to be openly explored. The Chair accepts responsibility to facilitate and lead to help the Committee accomplish their work, move through the agenda in the time available, and move to make necessary decisions/recommendations.

The role of the Committee Chair includes responsibilities that transcend specific Committee mandates. Information specific to each Committee's governance and regulatory mandate and responsibilities, including frequency of meetings and expected deliverables, are outlined in Governance Process Policies which define the Committee Terms of Reference.

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 Board policy and the governance and regulatory 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 contribute to organizing the Committee's work so that action is taken in an efficient and timely manner.

The Committee Chair is accountable to the Board related to governance matters and to the Registrar & CEO related to regulatory matters. The Chair collaborates with the Registrar & CEO (and/or delegate) to facilitate ongoing leadership of the Committee's work.



POLICY PURPOSE

This policy is designed to create a common understanding and provide Board direction regarding the role and expectations of the position of Committee Chair at CMLTO.

POLICY

The Board of Directors appoints Chairs for all CMLTO Statutory Committees with the exception of the Executive Committee at the first meeting of the Board each year pursuant to the CMLTO By-Law / Section 5.4.5 5.4.5 Appointment of Committee Chairs. The Chair is responsible for leading and facilitating the Committee's work, with the support of the Registrar & CEO or delegate(s) appointed by the Registrar & CEO.

Committee Chairs' responsibilities include:

In the context of being aware of broader issues, trends, and evidence-informed practices, the Committee Chair will have the following specific responsibilities:

Orientation

1. Participating in the Committee Chair orientation program.
2. Supporting Committee member orientation.

Committee Planning

3. With staff assistance, contributing to and engaging the Committee in developing a Committee Work Plan, based on the mandate and ongoing work of the Committee and any additional initiatives identified based on CMLTO Ends and Registrar & CEO Ends Interpretation.
4. Contributing to the Committee meeting agendas in consultation with the Registrar & CEO or delegate in alignment with the Committee Work Plan.
5. Providing direction and guidance to the Committee in keeping with its Board approved Terms of Reference, any related regulatory responsibilities, and the overall fiduciary duty to work in the public interest.
6. Collaborating with the Registrar & CEO or their delegate(s) to ensure:
 - a. Check-in with panel Chairs and Committee members, and
 - b. Timely development of meeting agendas for both regular Committee and panel meetings.
7. Preparing for meetings by reviewing materials and working with staff to establish a plan, priorities, and/or direction prior to each meeting.

Leading Committee Meetings

8. Chairing meetings on a regular basis, as required to fulfill the Committee's mandate.



9. Ensuring the Committee functions effectively, efficiently and within financial resources to complete its work plan within the year.
10. Encouraging the active participation of all Committee members in Committee activities.
11. Applying the Board approach to rules of order, CMLTO By-Law provisions, and code of conduct in overseeing Committee meetings pursuant to the CMLTO By-Law
12. Facilitating dialogue at meetings in a manner that:
 - a. Welcomes all Committee members' perspective on issues,
 - b. Encourages independent thinking and constructive collaboration,
 - c. Promotes alignment on decisions that are balanced and in the public interest, and
 - d. Upholds decisions once they are reached.

Committee Records

13. Ensuring minutes, records, and information relevant to the Committee's activities and meetings are accurate.

Committee Accountability

14. Ensuring the Committee functions within its Terms of Reference and making a recommendation to the Board for any changes to the Terms of Reference.
15. Ensuring the preparation and circulation of Committee reports including supporting documentation.
16. Ensuring the Committee, after considering diverse perspectives, has provided input to relevant policies related to regulatory processes and that these policies are reviewed annually or as scheduled.
17. Ensuring the Committee has made all of its decisions/recommendations through a primary focus of "what is in the public interest?".
18. Reporting to the Board on achievements and outputs of Committee Work Plan activities.
19. Seeking assistance from the Registrar & CEO [or their designate(s)] in matters the Committee is unable to resolve.
20. Enforcing attendance guidelines with Committee members to ensure that if two (2) 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.

Committee Evaluation

21. Review Committee effectiveness evaluations with the incoming Committee to discuss any needed action plan for Committee effectiveness improvements.



Term of Office

22. Committee Chairs are appointed for one calendar year, following their recommendation by the Executive Committee to the Board of Directors for approval pursuant to the CMLTO By-Law.

REFERENCES

- CMLTO By-Law:
 - Article 5 – Committees