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## Committee Vice-Chair Role Description

### Context

CRPO committees operate within a prescriptive framework drawn primarily from legislation and by-law. As such, committees and panels must work in the public interest, following due process and undertake 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 Vice-Chair supports the Chair in fulfilling their responsibility to help the committee accomplish their stated task, move through the agenda in the time available, and help the group make necessary decisions.

The following role description is intended to:

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

### Overview

The role of the committee Vice-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.

The Vice-Chairs of committees serve as replacements, presiding over meetings when the Chair is unable to attend. All the Chair's powers can be delegated to the Vice-Chair. Normally, Vice-Chairs will also serve as active (i.e., voting) members of the committee or panel.

Vice-Chairs must possess intermediate to 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 Vice-Chair must understand the purpose of the committee and provide support to the committee to achieve its goals.

The Vice-Chair collaborates with the Chair and 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 Vice-Chair will have the following specific responsibilities:

1. Provide support to the Chair in giving 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. If chairing a meeting, apply the Council approach to rules of order, approved by-laws and code of conduct in overseeing committee or panel meetings.
3. Support the Chair when requested by participating in:
  - a. effective orientation of new committee members;
  - b. timely development of meeting agendas for both plenary and panel meetings; and
  - c. development of objectives and long-range plans for committee consideration.
4. Prepare for meetings by reviewing materials and working with the Chair and staff to establish a plan, priorities and/or direction prior to each meeting.
5. If chairing a meeting, 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. If chairing a meeting, approve meeting minutes and decision and reasons, if applicable.
7. Respond to staff questions and make decisions on behalf of the Chair when the Chair is unavailable.
8. Consult with the President or Registrar as needed to manage circumstances where there are concerns that the Chair's competence or conduct is less than optimal, including introducing strategies to resolve conflicts which may arise.
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.

### **Term of Office**

11. Committee Vice-Chairs are nominated by the Executive Committee and appointed annually by Council members, typically at the November meeting.
12. Committee or group members may serve as Vice-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 Vice-Chair is expected to commit to:

- participate in providing direction to staff related to plenary agenda planning and meeting materials
- provide feedback (as needed) as to how committee members are fulfilling their duties
- 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.