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Panel Chair Role Description

Context

CRPO committee panels operate within a prescriptive framework drawn primarily from legislation and bylaw. As such, Chairs must ensure that their panel works in the public interest, following due process and undertaking 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 Chair accepts responsibility to help the panel accomplish their stated task, move through the agenda in the time available, and help the group make necessary decisions. While respect and consideration from the Chair are due to each member of the committee, the responsibility of the Chair is to the group and its work rather than to the individuals within the group.

The following role description is intended to:

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

Overview

The role of the committee Panel 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.

Chairs must possess advanced level competencies identified for the committee whose panel 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 Chair must understand the purpose of the panel, provide leadership to the panel to achieve its goals, and organize the panel's work so that decisions are taken in an orderly and timely manner.

The Panel Chair is accountable to the Committee Chair, who is in turn accountable to Council. The Panel Chair collaborates with an identified senior staff person to facilitate ongoing management of the panel's work.

Specific Responsibilities

In being aware of broader issues, trends and best practices, the Panel Chair will have the following specific responsibilities:

1. Facilitate decision-making and ensure panel minutes and decisions are recorded.
2. Support members to perform decision making in accordance with College values, Standards of Professional Practice, Code of Ethics and any other relevant legislation.
3. Encourage the expression of diverse perspectives to enrich deliberations.
4. Review and approve all panel Decisions and Reasons in a timely manner.
5. Check in with the committee chair and committee members.

Term of Office

1. Panel Chairs are selected by the Committee Chair as per by-law [12.07 Panels](#).
2. Committee or group members may serve as Chair when it is in the best interest of the continuity of the ongoing work of the panel.

Time Commitment

[CRPO Council: Time Commitment Guideline](#)

In addition to expected meeting preparation and attendance, the Panel Chair is expected to commit to:

- review and sign off on all decisions and reasons
- provide feedback (as needed) as to how panel members are fulfilling their duties

Role Outcomes

- 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.
- Panel 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.