

Appendix 9 – Responsibilities of the Council Chair and Vice-Chair

Each year the Chair and Vice Chair are appointed by a vote of the membership. The maximum term is two years. The responsibilities for these roles are outlined below.

Community Council Chair

The Chair has the following responsibilities:

- Provides leadership to the Community Council by
 - ◆ modelling and promoting harmonious and respectful working relationships between Council members
 - ◆ assisting members to fulfill the expectations listed in the Membership Agreement
 - ◆ using all possible means to resolve Council issues or member concerns or disagreements, which are brought forward
- Works closely with the Integrated Services Manager to
 - ◆ ensure meetings are called when scheduled or required
 - ◆ prepare meeting agendas, ensuring that agendas and meeting minutes and other materials are distributed in a timely way prior to meetings
 - ◆ review the agenda before the meeting to ensure he / she understands each item
 - the desired outcome of each agenda item, for example
 - ✓ sharing information with everyone; no decisions needed
 - ✓ sharing information leading to a decision (e.g. a Committee report may be requesting a decision)
 - ✓ discussion leading to a decision (e.g. planning an event, voting on a new Council member)
 - ✓ discussion with brainstorming as its purpose (might be part of a planning meeting)
 - the amount of time budgeted for each agenda item
 - who is leading or presenting in the discussion
 - ◆ be aware of local, regional and provincial issues on which CLBC is seeking Council input, ideas and information
 - ◆ be aware of local CLBC initiatives that are focused on community inclusion
- Provides leadership to members at Council meetings, including
 - ◆ set up / manage the meeting space so all members can see one another (round or square tables are better than long tables!)
 - ◆ start the meeting on time to encourage people to arrive on time and to use time efficiently
 - ◆ if there is a guest or a new member, lead a round of introductions
 - ◆ review the agenda at the beginning of the meeting (distributed before the meeting)
 - ask members if they have other agenda items they want addressed in this meeting

- ◆ encourage Council members to participate in leadership roles
 - ask different members to lead on each agenda (it is more interesting when a number of members share in leading the meeting; for example, it is great when Committee Chairs report to the members)
- ◆ facilitate discussions
 - ensure everyone uses plain language, checking in that everyone understands what is being discussed; ask people to use full names of organizations, not initials or acronyms
 - support members to stay on topic, bringing the conversation back to the topic as needed
 - encourage discussion / input, encouraging those who are quiet to speak up
 - ✓ directing questions to individuals can be helpful
 - ✓ going around the table and inviting each person to comment is sometimes helpful and appropriate
 - let members know when time for discussion is running out (you see that most people have contributed their ideas, you notice that people are beginning to repeat discussion, the amount of time allocated is coming to an end)
 - at the end of each discussion / topic, summarize what was agreed to, including conclusions reached, next steps, things tabled for another time, where more learning is required, arranging speakers, etc.
- ◆ check in with members to encourage and create opportunities for their input
- ◆ facilitate all Council members to share responsibility to address members' support needs
- ◆ end the meeting on time
- Ensures the annual Council report is completed and submitted to CLBC
- Acts as the official spokesperson on behalf of the Community Council (unless another member is designated for a particular purpose or task)
- Receives mail and other information on behalf of the Council, to be shared at meetings or through email or other distribution
- Participates in provincial discussions (or designates an alternate member to do so) including
 - ◆ monthly Community Council Chairs' conference call
 - ◆ annual joint meeting with other Council Chairs, the CLBC Board of Directors, Provincial Advisory Committee members and CLBC management

Community Council Vice Chair

The Vice Chair's role is to provide assistance to the Chair as required, including:

- Chairing meetings in the absence of the Chair, or as requested
- Participating in meetings which the Chair is invited to but unable to attend (including telephone meetings)

- Chairing a Committee as required

The Vice Chair is often seen as the next Chair and may take opportunities to play a supporting role to learn more about the Chair's role. This can include the Vice Chair attending meetings with the Chair to shadow him / her, to observe and to learn more about the issues and the skills necessary to become an effective chair.