

## POLICY TYPE: GOVERNANCE PROCESS

### 4-19 Role of Committee Chairperson

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#### POLICY PURPOSE AND APPLICATION

The Committee Chair is the chair of a statutory, standing or ad-hoc committee of the College of Opticians of Ontario (COO).

The purpose of this policy is to clearly articulate the mandate, scope, and responsibilities of the position of Committee Chair.

#### POLICY

1. Committee Chairs are appointed or selected in the manner set out in the COO By-Laws.
2. A Committee Chair is the first among equals within the committee and is responsible for leading and facilitating the committee's work, with the support of other committee members, and the Registrar, CEO (or delegate staff member appointed by the Registrar, CEO), and for bringing the committee to a consensus, where possible and appropriate.
3. The Committee Chair generally has no individual authority to make decisions, however nothing in this policy prevents the Committee Chair from:
  - a. Making decisions of a procedural or administrative nature (e.g. setting meeting dates and agendas, etc.);
  - b. Exercising decision-making powers conferred on them by statute, regulation, by-law or other applicable authority (e.g. selecting panels); or
  - c. Making any other decisions that are delegated to the Committee Chair by the committee.
4. Within this mandate, the Committee Chair responsibilities include:
  - a. Participating in any applicable Committee Chair orientation/training programs.
  - b. Chairing committee meetings on a regular basis, as required to fulfill the committee's mandate.
  - c. Utilizing the applicable rules of order, by-laws and code of conduct to manage and facilitate committee meetings, including introducing strategies to resolve any conflicts that may arise, and consulting with the Board Chair for assistance where appropriate.
  - d. Collaborating with the appropriate staff person to:
    - i. Orient new committee members;
    - ii. Develop agendas for committee meetings; and

- iii. Prepare committee reports to the Board.
- e. Where applicable, supporting the committee to develop an annual committee work plan to proactively achieve the committee's mandate and responsibilities and to ensure committee meetings are scheduled consistent with the committee work plan.
- f. Ensuring that the committee functions within its terms of reference and working with the committee to make recommendations to the Board for any proposed changes to the terms of reference.
- g. Encouraging the active preparation and participation of all committee members in committee activities.
- h. Where applicable, ensuring the committee has appropriate policies related to regulatory processes and decision-making criteria and that these are reviewed annually or as scheduled.
- i. Acting as the principal spokesperson for the committee at all Board meetings.
- j. Reporting to the Board on committee work and achievement of its mandate and responsibilities, and where applicable, achievement of the annual committee work plan.
- k. Ensuring that the committee functions effectively and efficiently and remains mindful of any applicable budgetary considerations.
- l. In appropriate circumstances, supporting committee members in identifying conflicts of interest, whether real, potential or perceived, and ensuring that the proper process is followed in accordance with any applicable by-laws or policies. For clarity, the Committee Chair will not provide this support where doing so will put the Committee Chair in a conflict of interest as well.
- m. Seeking assistance from the Registrar, CEO (or designate) and conferring with the Board Chair in matters the committee is unable to resolve.