

4.1.1 Council Chair Position Description

Role

In addition to the general duties of a Council member, the Chair provides leadership and is accountable to the Council and acts as a direct liaison between the Council and the executive director. The Chair represents the Council and liaises with stakeholders, including acting as a spokesperson on behalf of the Council and RECA.

Duties and Responsibilities

Liaison with the Executive Director

- a) acts as a liaison between the Council and the executive director
- b) fosters a constructive relationship between the Council and the executive director
- c) ensures the executive director is aware of concerns of the Council and stakeholders
- d) ensures that the Council receives information necessary to allow it to effectively discharge its responsibilities

Specific Duties

- a) Fulfill the duties of chair as provided in the *Real Estate Act*, Bylaws, Regulations, Procedure Bylaw and policies of Council
- b) Provide leadership to the Council in the conduct of its work within RECA's governance framework
- c) In concert with the corporate secretary, and in consultation with the executive director, prepare the agenda for Council meetings in accordance with the Council Agenda Setting Process
- d) Convene and chair meetings of the Council
- e) Ensure Council meetings are properly constituted and conducted in accordance with RECA's Rules of Procedure
- f) Work collaboratively with the corporate secretary and executive director regarding governance and strategic policy issues
- g) In accordance with the bylaws, appoint committee chairs and members and serve as an *ex officio* member of Council committees
- h) Provide leadership to ensure that effective monitoring mechanisms are in place to review and evaluate the performance of the organization, Council and committees
- i) Ensure RECA has an ongoing program of orientation, training and development for Council members
- j) As required, sign RECA cheques in accordance with RECA's cheque-signing policy

- k) To act as one of the official RECA spokespersons in accordance with the Role of RECA Spokesperson Policy
- l) Respond on behalf of RECA to correspondence received relating to Council business in accordance with RECA's Correspondence Protocol
- m) Coordinate, in concert with the corporate secretary, the process for the selection of Council members appointed by Council as set out in the *Real Estate Act*
- n) When there is a vacancy, coordinate the hiring of the executive director in accordance with the Council's succession plan
- o) Coordinate an annual performance evaluation of the executive director, and report to Council on the executive director's performance and compensation
- p) Ensure Council members fulfill their fiduciary and legislative obligations
- q) Ensure Council members fulfil their responsibilities as outlined in the Code of Conduct for Council Members
- r) When necessary, seek out internal or external technical or legal advice relating to Council matters
- s) Perform other duties assigned from time-to-time by the Council

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Council Effectiveness

- a) Guides the Council in fulfilling its regulatory, policy and organizational oversight responsibilities
- b) Ensures the Council has cohesion of direction and purpose at a policy and strategic level
- c) Ensures the Council maintains the boundary between the Council and operational (staff) responsibilities
- d) Liaises with Council committee chairs to ensure coordination between the work of the Council committees and the Council and satisfactory Council committee reports for the Council
- e) Exercises a strong guiding role with respect to Council culture and the nature of discussions at the Council table, elevating the expectation level for the Council and individual Council members and ensuring the discussion consistently remains at the appropriate ("elevated") level and on the right topics by
 - i) ensuring that only high-level issues are on the agenda
 - ii) ensuring that the Council receives the appropriate amount and type of information that the Council needs to discharge its oversight functions in order to make effective decisions without getting into operations
 - iii) framing the discussion on each topic (i.e., setting the question) so that the discussion will naturally require broad thinking rather than details
 - iv) ensuring Council members stay on topic and at the right level so the Council is focused on its governance responsibilities

- f) At meetings, encourages participation of all Council members and promotes a spirit of collegiality where robust questioning and discussion is encouraged by all members
- g) Builds consensus and develops teamwork within the Council
- h) Fosters ethical and responsible decision making by the Council and its members
- i) Ensures that each Council member is contributing to the Council's work;
- j) Be available to Council members, RECA's officers, and the corporate secretary for questions, counsel and discussions relating to RECA,
- k) Provides new Council members with information on the Council's key issues as part of the Council member orientation program
- l) Keeps the Council informed on all significant developments of RECA, both at and between meetings

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