

Individual Council Member Role

Policy Section: Governance Process	Policy Number: GP-13	Approved By: Council
Regular Council Policy Review Frequency: Every three years	Date Approved: September 14, 2018	Date Reviewed/Revised: May 30, 2024

Purpose:

This policy is designed to clarify the role expectations of people who serve on Council. Council Members can use this policy to ensure they understand and are meeting the role expectations. This role expectations policy can also assist people who are considering the position to determine if they are able and prepared to fulfill this role.

Policy:

Council Member engagement and participation is integral to the Council's leadership success. In agreeing to serve on Council, Council Members will govern its members in a manner that serves and protects the public interest.

SERVICE

Council Members will:

1. Govern and participate in Council, Council Committee meetings consistent with the Council Commitment and Governing Approach (GP-1) and Role of the Council (GP-2) Policies.
2. Be prepared to serve on at least one Committee of the Council each year.
3. Assume, within their skill-sets, specific assignments such as leading a Committee, preparing a discussion document for Council's consideration or leading a Council discussion.
4. Be attentive to Council communication from the Council Chair and/or CEO/Registrar (or designates) and respond promptly to requests for feedback or assistance.
5. Actively participate in Council meetings to bring forward ideas, perspectives, and expertise in order to assist the Council in making the best information-based decisions.
6. Discuss and develop policy to establish:
 - The Public Benefit long-term critical outcomes of the CRNM,
 - The ethics and prudence value system of the CRNM,
 - The limits of authority of the CEO/Registrar, and
 - The processes the Council uses to complete its own work.
7. Follow and comply with CRNM Bylaws and Council policies.
8. Be called upon periodically to show public support for the CRNM by being present at specific events.
9. Serve as ambassadors for CRNM by effectively contributing to the positive reputation of CRNM in the broader community.
10. Be alert to member and public concerns that can be addressed through CRNM's mandate and Strategic Plan and to support CRNM's agenda.

Policy Note: The official spokesperson for the Council is the Council Chair (see GP-14 Role of Council Officers).

PREPARATION

Council Members:

1. Are expected to be informed and productive in meetings by reviewing material pre-circulated for Council meetings, prior to the meeting.
2. Will be prepared to discuss and vote on matters in the interests of the beneficiaries and the broader stakeholders of the organization.
3. May seek clarification regarding understanding of reports, as needed, prior to the Council meeting through the Council Chair regarding governance reports and the CEO/Registrar on any reports from operations. The Council Chair or CEO/Registrar would then send a clarification, if relevant, to all Council Members on any significant agenda items for which they require clarification.
4. Must be familiar with Council policy and basic governance processes.
5. May attend an external continuing education session as approved by the Council Chair in consultation with the CEO/Registrar.
6. Are expected to attend internal continuing education sessions related to their role as Council Members.

ATTENDANCE

Council Members:

1. Are expected to attend all Council and Committee meetings as their input is essential and continuity from meeting to meeting is critical.
2. Are expected to send regrets for an absence to the Council Chair and CEO/Registrar. The Council Member may wish to speak directly to the Council Chair with regard to the reason for the absence.
3. May be disqualified from sitting on Council if they fail, without cause, to attend Council meetings.

Policy Note: The Council Chair will be responsible for addressing attendance problems on behalf of Council. The Council Chair will consult with the full Council as needed.