



Council Chair Roles and Responsibilities

Policy Number: GP-2

Date of Approval	Responsible Authority	Last Revised
July 20, 2011	CMLTM Council	February 25, 2026

Policy

The Council Chair is selected by the Council and is primarily responsible for:

1. Providing visionary and strategic leadership to the Council and Registrar/CEO;
2. Maintaining strategic relationships and effective communications with relevant organizations and associations;
3. Contributing to the development of a cohesive Council team that effectively capitalizes on the strengths, diversities and expertise of all Council members;
4. Effectively managing the Council’s activities, ensuring that the Council fulfills its legal requirements, and its own by-laws;
5. Ensuring the work of the Council is done efficiently and effectively;
6. Setting the agenda for Council and Executive meetings in cooperation with the Registrar/CEO and input from members of the Council and planning the timing of the Council and Executive meetings with the Registrar/CEO;
7. Presiding at the meetings of the Council, Executive, AGM, and Special meetings ensuring that such meetings are conducted in accordance with the CMLTM by-laws, and is an ex-officio member of all other committees of the Council;
8. Ensuring that the Council is properly informed about the operation of the CMLTM and has the information and opportunity necessary to come to decisions on matters within the purview of the Council;
9. Acting as the primary liaison with the Registrar/CEO;
10. Acting as the spokesperson for the Council on Council matters;
11. Act as one of the signing authorities for CMLTM;
12. Performing other duties as may be assigned by the Council.

Revision History

- September 14, 2016
- September 20, 2019
- October 22, 2022
- February 25, 2026