

Terms of Reference

Position Reference	Policy Number
Job Description	PR-1
Council Chair	Date of Approval
	June 20, 2012
Responsible Authority	Date of Revisions
CMLTM Council	September 14, 2016
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Responsibilities of the CMLTM Council Chair include the following:

1. An active member of the CMLTM Council.
2. A member of the CMLTM Executive Committee.
3. Regularly reviews the Legislation, By-Laws and Regulations governing the CMLTM.
4. Reviews all Council meeting documents prior to the meeting and regularly attends Council meetings.
5. Chairs all Council, Executive Committee meetings and the Annual General Meeting. Sets the agenda for the meetings with the assistance of the Registrar/CEO, and input from the Council.
6. Ensures the Annual Report is ready and assists the Registrar/CEO as needed with AGM preparation.
7. Is the Chair of the Council Executive and therefore responsible to set the Executive agenda and meetings as required, to achieve the organization's mission.
8. Helps guide and mediate Council actions with respect to organizational priorities and governance concerns. Ensures action items are completed in a timely manner, delegating tasks to other Council members as required.
9. Serves as the Chief Volunteer of the CMLTM as a non-profit organization.
10. Provides leadership and direction to the Council, who sets policy and to whom the Council Executive is accountable.
11. Endorses and clarifies the Council's role in continuous strategic planning. May assist the Registrar/CEO in planning the strategic sessions on a regular basis.
12. Encourages and oversees the progress towards the goals set for the organization during planning sessions.
13. Ensures that policy monitoring and review is annually scheduled and performed as per Policy RC-RR-5.
14. Ensures CMLTM By-Law review is performed annually and presented to the Council. Any proposed changes are presented to the members at the Annual General Meeting for approval.
15. Assists in selecting chairpersons for committees and subcommittees for approval by the Council. Oversees the appointment and orientation of new chairpersons and committee members.

16. Serves as an ex-officio member of Standing Committees and attends meetings as needed.
17. Updates the Council on any issues of concern that arise. Where urgent issues require the Executive to meet, the Council Chair reports to the Council at the next scheduled Council meeting and by e-mail prior if necessary.
18. One of three signing authorities for the CMLTM organization.
19. An active member of the Financial Committee. Monitors financial planning and financial reports.
20. Mentors other Council or committee members.
21. Ensures that the Registrar/CEO annual assessment is performed with input from all Council members and committee chairpersons. Input from outside agencies can be solicited as applicable and as time permits.
22. Presents Registrar/CEO assessment to the Council for remuneration review and approval in a timely manner.
23. Ensures Council evaluation and assessment is completed on an annual basis. This may include formal or informal evaluation of performance based on the goals set by strategic planning, by comparing duties performed to the relevant Council Position Reference and/or by survey.
24. Ensures Committee Chair evaluations and assessments are completed on an annual basis. Results are presented to the Council to assist in decisions for Chair reappointment or new appointment.
25. Ensures annual evaluation of the CMLTM organizational performance in achieving its mission, either formally or informally.
26. Participates in Council training and strategic planning as necessary.
27. Performs other duties as assigned by the Council.