

Full Authority
19 January 2017
Agenda Item: 12

Election of Officers - Background

- During the inaugural meeting it is necessary to elect the officers for the up and coming year. Under the current Authority structure, the following officers are to be elected:
 - Chair
 - Vice Chair
- The following descriptions of the Chair and Vice-Chair duties are described in the current *Crowe Valley Conservation Authority Governance and Administrative Policies – Board of Directors* and are provided for your information.

Duties of Officers

4.1 Chair of the Board

- Oversees Board meetings and ensures Regulation II - Meeting Procedures is adhered to;
- Serves as ex-officio Director of all committees and shall have full voting power;
- Works in partnership with the General Manager/Secretary-Treasurer to ensure Board resolutions are carried out;
- Directs the General Manager/Secretary-Treasurer in the day to day operations and administration of the Authority and in particular, in such matter as have not been decided by regulation or by resolutions of the Authority or the Finance & Personnel Ad Hoc Committee;
- Approves or disapproves payment of accounts for all normal operating expenses within the approved budget or the Chair may delegate this responsibility to another signing officer;
- Ensures that all financial procedures in connection with any approved project or program of the Authority or in connection with its general administration are carried out properly. In particular, he/she shall see that the legislation and regulations are strictly observed in carrying out the banking of the Authority funds and in borrowing monies from the bank for the funds and in borrowing monies for the various project and programs of the Authority;
- Assists General Manager/Secretary-Treasurer in preparing agenda for Board meetings where required;
- Calls special meetings if necessary;
- Periodically consults with Board Directors on their roles;

- Acts as a public spokesperson for the Crowe Valley Conservation Authority to facilitate the objectives of the Crowe Valley Conservation Authority;
- Represents the Crowe Valley Conservation Authority at such functions as warrant the interest of the Crowe Valley Conservation Authority except where this responsibility is specifically assigned to some other person;
- Inspires other Board Directors with his or her own commitment of support, time and enthusiasm;
- Represents the Crowe Valley Conservation Authority at Conservation Ontario Council meetings;
- Serves as signing officer for the Crowe Valley Conservation Authority;
- Performs other duly authorized activities as requested by the Finance & Personnel Ad Hoc Committee of the Authority;
- Keeps the Board of Directors apprised of significant issues in a timely fashion.

Powers and Duties of the Vice-Chairman

4.2 Vice-Chair of the Board

- Attends all Board meetings;
- Carries out special assignments as requested by the Chair of the Board;
- Understands the responsibilities of the Board Chair and acts as Chair immediately upon the death, incapacity to act, absence or resignation of the Chair until such time as a new Chair is appointed or until the Chair resumes his/her duties;
- Shall be an ex officio a member of all Committees and shall have full voting power;
- Participates as a vital part of the Board leadership;
- Assumes a role in all Ad Hoc Committees;
- Serves as a signing officer for Crowe Valley Conservation Authority;
- Keeps the Board of Directors apprised of significant issues in a timely fashion.

Election Procedure

- General Manager, Tim Pidduck will be requested to assume the Chair for the election of the Crowe Valley Conservation Authority's Chair.
- Two scrutineers will be appointed from the non-members present at the meeting in the event of the need to conduct a secret ballot.
- A motion will be required to accept the nominees for the scrutineers position.
- For elected positions, nominations will be called three times for each position and a motion is required to close the nominations.
- **The newly elected Chair will conduct elections for the Vice-Chair position.**