



| College of Paramedics of Manitoba | | |
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| Policy Name: Role of the Chair | Policy Number: GP-4 | Total # of Pages: 2 |
| Approval Signature: <i>Original Signed by J. Wade</i> | Section: Governance | |
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1.0 PURPOSE

To clearly outline the roles and responsibilities of the College of Paramedics of Manitoba Council Chair

2.0 DEFINITIONS

N/A

3.0 POLICY

3.1 The Chair is responsible for ensuring the integrity of the Council’s governance by monitoring adherence to Council Policies.

3.2 The Chair is responsible for representing the Council to the public and registrants.

4.0 PROCEDURE

4.1 Chairing Meetings

4.1.1 Chairs College Council meetings, annual general meetings, special meetings and appeals.

4.1.2 Manages the content of the meeting discussion to include issues which according to policy clearly belong to the Council for decisions. Ensures the Council meeting agendas are aligned with the Council’s Strategic agenda.

4.1.3 Facilitates the participation of Council Members in discussions at Council meetings including:

4.1.3.1 Manages the process of the meeting discussions so that deliberation will be fair, open, thorough, and also timely and efficient.

4.1.3.2 Recognizes the individual strengths and expertise of Council Members, optimizes utilization of that expertise in Council discussions and other activities.



4.1.3.3 Ensures the integrity and efficiency of the Council process by presiding in a manner which fairly but firmly directs the group, promotes participation and adherence to the rules of order and ensures the intended outcomes.

4.2 Committee Support

4.2.1 Presiding officer at all meetings for the Council, Executive Committee, special meetings and all general meetings of the college.

4.2.2 Appointing the Chairpersons of Council committees whose selection is not otherwise specified in the by-laws, subject to the approval of the Council.

4.2.3 Serves on other ad hoc committees that may be established by the Council from time to time.

4.2.4 Member of Executive Director/Registrar Evaluation Committee.

4.3 Council Chair Relationships and Communication

4.3.1 The Council Chair

4.3.1.1 Represents the Council to the public, the registrants, elected politicians, media (related to Council matters), and corresponding elected officers in other organizations.

4.3.1.2 Reflects the position of the Council on any issue when speaking on behalf of the Council and the College.

4.3.1.3 Represents the Council interest in meetings with senior government officials, politicians, Council officers of allied organizations, and in other instances as determined by the Council or requested by the Executive Director/Registrar.

4.3.1.4 Represents the perspective and best interests of the College as whole rather than the particular position of any interest group.

4.3.1.5 Maintains an effective working relationship with the CEO/Registrar, the other officers, and Council members to ensure the free flow of information among these elements.