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## Council Policy

Policy Name	<b>Roles and Responsibilities of Committee Chairs and Committee Members</b>
Issue Date	<b>January 15, 2021</b>
Revision Dates	<b>N/A</b>

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### Overview

The mandate and composition of each of the OAA's Standing Committees is established through a terms of reference that is approved by the Council. Any changes to the terms of reference, including composition and mandate, must be approved by Council. Additional guidelines and policies beyond this policy may apply to Statutory Committees established under the *Architects Act*.

To operate effectively and efficiently, it is important for the Chair and the individual members of the Committee to understand their specific roles and responsibilities.

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### Responsibilities of the Chair

Each Committee will have a Chair who will be appointed annually as determined by the terms of reference. The role of the Chair is to:

- set the agenda for each meeting;
- lead the meeting and facilitate discussion;
- ensure the meeting is conducted with fairness, inclusivity, and equity;
- work to build consensus around issues under discussions; and
- ensure the Committee's activities are consistent with its approved mandate, the Association's regulatory mandate, and Council priorities.

The Chair will achieve its roles and responsibilities by working with the appropriate staff member to:

- set the meeting dates, recognizing the schedules and needs of their Committee members as well as coordinating with other OAA schedules and staffing functions;
  - establish the agenda for each meeting in accordance with the OAA's policy, *Preparation of Meeting Agendas and Notes*; and
  - review the draft notes of each meeting per the OAA's policy, *Preparation of Meeting Agendas and Notes*.
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### Responsibilities of Committee Members

As a self-regulatory professional body, the Association relies on hundreds of volunteer members each year to conduct its work. For those participating on OAA Committees, their role is to:

- attend each meeting and prepare in advance by reviewing the meeting agenda and any materials provided (they will be asked to step down should they miss three consecutive meetings—refer to *Appointments to Committees and as Representatives to Outside Orgs.*);
- participate in the discussions and decisions taken at its meetings;

- devote the time reasonably necessary to properly perform their duties;
- disclose any interest they may have in any matter coming before the Committee and accordingly avoid any conflict of interest; and
- complete tasks assigned to them and within the timelines given.

