

# Vice-Chair



## Consent and Capacity Board Position Description

### PURPOSE

To act as a substitute Chair, either in the Chair's absence or as requested by the Chair. Carries out additional leadership duties relating to the functioning, responsibilities and governance of the Board and its appointees. Leads initiatives or takes on cases that may be high profile and complex.

### KEY DUTIES

#### Leadership and Agency Governance

In addition to the key duties outlined in the Member position description, a Vice-Chair:

- > Performs an additional role of overseeing and providing advice to the Chair and other Members regarding the processes, practices and policies of the Board.
- > In the Chair's absence and/or at the Chair's request, is responsible for carrying out duties delegated by the Chair.
- > Leads sub-committees and special projects and reports back to the Chair.
- > Acts as an additional key point of contact to appointees and staff of the Board and stakeholders in the Chair's absence and performs the responsibilities of the Chair when the Chair is not available, such as the assignment of cases, ensuring adjudicative quality and providing advice to appointees and staff.
- > Collaborates with the Chair to develop and implement processes and practices that support the Board's operations to enhance effectiveness and efficiency.
- > Takes on cases or assignments that may have a higher profile, are more complex and may involve multiple parties or stakeholders.
- > Leads special projects and initiatives as assigned by the Chair, such as the development / implementation of new practices.
- > Mentors new appointees and provides oversight and advice to ensure quality and clarity.
- > Maintains current knowledge in the Board's field of expertise and participates in professional development opportunities.
- > Performs other responsibilities as agreed to with, or as delegated by the Chair.
- > Acts with integrity and honesty. Actions are guided by the best interests of the Board and the public.

## QUALIFICATIONS

The Vice-Chair will have all of the qualifications of a Member plus the following:

- > Leadership ability to oversee the implementation of a strategic vision by ensuring appropriate plans are put into operation to deliver efficient, effective and high quality services.
- > In-depth understanding of the professional, institutional, policy and community context in which the Board operates.
- > Understanding of the Board's rules of practice and supporting procedures.
- > Comprehensive practical knowledge of the continuum of dispute resolution practices to mentor and coach others, and to recommend options for change.
- > Well-developed dispute resolution skills to resolve complex matters involving multiple interests, under public scrutiny.
- > Effective communication and interpersonal skills to positively influence and communicate with staff and stakeholders.
- > Commitment to respect diversity and to maintain fair, transparent processes that meet high professional standards and the Board's Code of Conduct.
- > Understanding of government values and a commitment to working within government's agency accountability structure.
- > Knowledge of and commitment to governance practices.
- > Understanding of financial and operational business processes and practices.
- > Commitment to the protection of the public interest within the mandate of the Board.