

Job Description: Labour Market Partnership (LMP), Steering Committee Chairperson

Role Description

The Chair will carry out the formal and informal duties of a committee chairperson to ensure the LMP involves multiple industry sector, and/or community and education/training partners, and that the Committee operates effectively and efficiently with each Committee member having the opportunity to contribute and participate equally in the decisions of the Committee.

The Chair plays a neutral role on the Committee. The Chair does not represent or speak for the sector but is able to lead the Committee to consensus.

As the Committee Chairperson, primary responsibilities will be to:

- Plan, organize and chair the Committee meetings;
- Control and direct Committee meetings following accepted procedures (e.g., Robert's Rules of Order);
- Ensure the Committee minutes and records of decisions are documented for each meeting;
- Facilitate problem solving and planning processes;
- Assist the Committee in functioning effectively and efficiently while respecting the budget and financial limitations as stated in the Agreement with the Province of B.C.;
- Assist the Committee in achieving successful results in its objectives as set forth in the Agreement and Terms of Reference;
- Manage the deliverables and sub-contracted resources under the Agreement as defined and directed by the Committee;
- Draft reports and other documents related to the outcomes of the project as directed by the Committee;
- Not participate in any other role that may create a perceived conflict of interest as Chairperson of the Committee;
- Failure to notify the Committee of any potential conflict of interest may result in immediate termination of this Letter of Appointment;
- Adhere to project budget.

Specific duties as Committee Chairperson include:

- Ensuring that the activities of the Committee and its members adhere to the terms and conditions of the Agreement;
- Verifying that all expenses claimed are within the list of eligible list of expenses for reimbursement under the Agreement;
- Certifying that committee expenses have been duly processed and approved by the Committee;
- Ensuring that formal motions and resolutions are duly made, voted and approved by the Committee on all financial or contractual decisions;
- Using professional discretion on other committee matters ensuring that all motions and approvals are recorded in the minutes;
- Ensuring all expenses represented on the claim form, expense worksheet are accompanied with appropriate supporting documentation such as invoices, timesheets, and original receipts. All final expenses must be approved by the Committee upon completion of the final claim before the termination date of the Agreement;
- Conducting an ongoing review and updating of the Committee's budget, cash flow and expenses throughout the period of the Agreement to ensure the objectives of the Committee will be met within the existing budget;
- Ensuring all claim forms and supporting documentation are submitted to the Agreement Holder or authorized person in a timely fashion and in accordance with the terms and conditions of the Agreement;
- Ensuring that the representative of the Province of B.C. (Program Manager) receives notice of meetings, copies of minutes and is consulted regarding any query or uncertainty of the Agreement, Terms of Reference, or the Committee process;
- Preparing a final report detailing the objectives, activities and outcomes of the Committee. The draft final report must be submitted and reviewed by the Committee before the termination date of the Agreement.