

Responsibilities of the Board Chair and Trustees Policy

Adopted date: Oct 26, 2022	Amended date:	Next Review: 2027
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OBJECTIVE

The Van Anda Improvement District (VAID) Board of Trustees undertake their roles as community representatives, stewards of the public body VAID, policy making and law making in an open responsive, representative, and accountable manner.

POLICY

ROLE OF TRUSTEES

The general duties of the Board and Trustees are:

- To consider the welfare and interests of VAID
- To participate in developing and evaluating policies and programs of VAID
- To be available to the landowners
- To assume responsibility for the stewardship of the public assets of VAID
- To consider the economic, social, and environmental well-being of the community in all decision making
- To debate issues, policies, bylaws, and budgets
- To attend all Regular and Special Board meetings
- To notify administration in advance if unable to attend a meeting
- To have a personal email address
- To regularly check email and document pickup boxes
- To respond to emails that request approval or input.

ROLE OF THE CHAIR

In addition to the responsibilities of a Trustee, the Chair has the following responsibilities:

- Set the tone of the Board
- The Chair or designate will chair all Board Meetings
- Act as the key spokesperson for VAID to the media, the community, and other stakeholders.
- Act as ex officio capacity on all committees.
- Perform ceremonial role on special occasions
- Act as primary liaison between Trustees and staff.

POLICY

DECISION MAKING

The Board makes decisions as a body.

- Each member, including the Chair, has a vote on each issue.
- Every member should ensure that they vote on each issue.
- If a Trustee does not vote on an issue that they have not recused themselves from, they are deemed to have voted in favour
- In the event of a tie vote, the Chair has the deciding vote.

RETAINED RESPONSIBILITIES

The Board may delegate responsibilities to a corporate and/or financial officer. However, the following responsibilities cannot be delegated:

- Appointment of officers and employees
- Conditions of employment
- Termination of employment
- Approval of bylaws and policies
- Disposal of assets.

RELATED DOCUMENTS

- Code of Conduct Policy
- Meeting Policy
- Conflict of Interest Policy
- Local Government Act