

## **Conduct, Role & Responsibilities of Board Committee Members**

### **Authority**

This policy is authorized by the Ralph Thornton Community Centre *Constitution and Procedural Code (2014)*, the *City of Toronto Act, 2006*; and the *City of Toronto Code of Conduct for Members of Local Boards (Restricted Definition)*.

### **General**

- Board committees are the main means of efficiently & effectively carrying out the activities of the Board that are required to fulfil its mandate. They co-ordinate & carry out agreed-upon work in their specific areas.
- Committees are delegated by the Board, which retains ultimate oversight & responsibility. They do not supplant the responsibilities of each individual board member nor the Board as a whole.
- Committees may contribute to RTCC's operations (e.g., some special events) and/or may include RTCC staff members, but they operate at the Board level, not at the staff level.
- Committees may be temporary (e.g., ad hoc committees or working groups) to complete a specified task, or on-going with fixed mandates (e.g., Membership & Outreach, Finance).

All members have a duty to treat members of the public, one another, and staff appropriately and without abuse, bullying or intimidation, and to ensure that their work environment is free from discrimination and harassment. The *Ontario Human Rights Code* applies and if applicable, *City of Toronto's Human Rights and Anti-harassment Policy* and the *Hate Activity Policy*.

### **Conduct at Meetings**

Members are expected to conduct themselves with decorum at meetings in accordance with the provisions of the RTCC's policies and procedures, and the *City of Toronto's Code of Conduct*.

### **Conduct Respecting Centre Staff**

Members shall be respectful of the role of RTCC staff and, if applicable, City staff, to provide advice based on political neutrality and objectivity, and without undue influence from any individual member or faction of the local

**Committee Member – Code of Conduct, Roles & Responsibilities**

board. Accordingly, no member shall maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of staff, and all members shall show respect for the professional capacities of staff.

No member shall compel staff to engage in partisan political activities or be subjected to threats or discrimination for refusing to engage in such activities. Nor shall any member use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any staff member with the intent of interfering with that person's duties, including the duty to disclose improper activity.

### **Reprisals, Obstruction and Compliance**

Complaints respecting the actions of Board or Committee members may be made to the Board Chair or designated Board's Ethics Executive. Any reprisal or threat of reprisal against a complainant or anyone for providing relevant information to the Board's Ethics Executive or City's Integrity Commissioner is prohibited.

In the case of a complaint to the City's Integrity Commissioner, it is a violation of the City's *Code of Conduct* to obstruct an investigation, as, for example, by the destruction of documents or the erasing of electronic communications.

Members are expected to comply with the spirit and actuality of the policies of the Board and Council. Failure to comply may result in a request for an apology to the Board, Council, a complainant or any combination of any of them or removal of the member from a Board committee.

### **Specific Roles & Responsibilities of RTCC Committees**

- (i) All RTCC Board committees are accountable to the Board,
- (ii) Their main function is to fulfil their Board-approved purposes & annual priorities.
- (iii) They must adhere to the "Board and Committee Structure and Mandates Policy" or other founding policy, with respect to terms of reference (purpose), membership, minimum meeting frequency, and reporting.
- (iv) Reports to the Board should be in writing, submitted in a timely fashion, and convey activities & tasks undertaken, particularly related to fulfilment of annual priorities.
- (v) Committees should seek and review relevant information and use their expertise to offer advice, make recommendations, and propose policies or changes to policy, to the Board.
- (vi) Committees should also undertake concrete activities that are approved by the Board to fulfil their purposes and priorities.

### **Responsibilities of Committee Chairs**

- (i) Maintain accurate contact information for all committee members.
- (ii) Establish committee meeting dates & places and ensure all members are aware of them and of any changes to them.
- (iii) Plan the agenda and work to be accomplished at each meeting.
- (iv) Guide group, delegate tasks, follow up as needed.
- (v) Ensure reports to Board are prepared & submitted as required.
- (vi) Prepare any required motions or recommendations to Board.
- (vii) Make verbal presentations as required at Board meetings.
- (viii) Submit the volunteer hours of non-Board committee members on a monthly basis to the Volunteer Coordinator
- (ix) Contact Board Chair or another Executive member with any concerns or problems.

### **Responsibilities of Committee Members**

- (i) Attend all meetings; if you cannot attend, let the Chair know as far in advance as possible.
- (ii) Contribute to meetings by participating fully and doing your share of the work. If you are unable to attend a meeting, forward any relevant input and/or work you have completed to the Chair.
- (iii) Be a 'team player'; understand that decisions are made by the group, not by any individual.
- (iv) Maintain appropriate confidentiality about matters discussed & process at meetings.
- (v) Be willing to take on some of the Chair's role if needed (e.g., if they must miss a meeting).

### **Related Policies:**

- *The Ontario Human Rights Code,*
- *City of Toronto Human Rights and Anti-harassment Policy*
- *City of Toronto Hate Activity Policy*
- *The Municipal Conflict of Interest Act;* and
- *The Municipal Freedom of Information and Protection of Privacy Act.*
- *RTCC – Code of Conduct, Roles and Responsibilities of Board Members, 2016*

## APPENDIX:

### Suggested Best Practices for Chairs

- Establish a regular meeting date, time & place; it is easier to cancel or change meetings if needed than to set a new date each time.
- If you are unable to attend a meeting, ask another member to chair rather than cancelling it.
- Try to maintain the focus of meetings, stimulate thinking, encourage participation.
- At the conclusion of each meeting, verbally summarize decisions made and tasks to be carried out.
- Ensure meeting notes are taken and circulated to committee members; these notes should summarize decisions and tasks & commitments undertaken by members & any deadlines, and include a reminder of the next meeting.
- Follow-up with committee members who are absent or non-productive.
- Publicly recognize achievements & contributions of members and of the overall committee.

### Suggested Best Practices for Committee Members

- The success of any committee depends on the full contributions of all its members, so come to meetings prepared, with tasks completed, documents reviewed, etc.
- Willingly take on your full share of the committee's work.
- If for any reason you are not able to complete work you have taken on, let the Chair know as early as possible. It is better for the committee to have a realistic understanding than not to know what to expect from you.
- At meetings, do comment, critique & disagree, but be prepared to come to a consensus if at all possible.
- Support the Chair to carry out her/his role by sticking to the agenda, keeping to the point, and volunteering for appropriate tasks.