

REPORT OF THE TASK FORCE ON THE ROLE OF THE BOARD VICE-PRESIDENT

SUMMARY OF REQUEST

This is a summary of the actions to date of the Board task force assigned to review the role and duties of the Board Vice-President.

HISTORICAL PERSPECTIVE

At the January, 2009 Board meeting, members expressed a need to review the duties and role of the board vice-president. The Board president appointed a 4 member task force to review the role and duties of the Board Vice-President.

ACTIONS TO DATE

The task force met via telephone and e-mail to discuss the role and duties of the board vice-president. Below is a list of proposed recommendations from the task force:

- Extend the current term of service of the vice-president from one year to two years;
- Position the vice-president at the front of the conference table during board meetings; and
- Assign the following responsibilities to the vice-president:
 - The Annual Board and Executive Director Evaluations, i.e., getting the evaluation tools to the board members, presenting the results to the board, and meeting with the Board President and the Executive Director to discuss the results of the evaluation;
 - Review and provide feedback to the staff on the board meeting minutes;
 - Review the agendas for upcoming meetings and provide feedback to staff; and
 - Participate in the Board meeting pre-briefing with the Board President and the Executive Director.

Recommendation:

Move to adopt the recommendations proposed by the Task Force on the Role of the Board Vice-President; direct staff to draft appropriate rule changes to present at the July 2009 Board meeting; and direct Staff to incorporate the duties of the Board Vice-President into the Board Member policy book.