

Proposed position description: Vice President for Staff Relations

Last revised by the Board on 3 May, 2010

Legal qualification:

A member of the Board of Directors

Practical qualifications and competence:

Strong interpersonal skills and ability to communicate comfortably with the General Manager, with other Board members, and with outside consultants

Interest in the managerial side of operations

Interest in human resources policies and practices

Official duties:

1. Serve on the Supervisory Committee
2. Serve on any other ad-hoc or permanent committees dealing with collective agreement or human resources matters
3. Serve as the primary supervisor of the General Manager, establishing an appropriate format and schedule for regular supervisory meetings
4. Manage the writing and the Board's adoption of the General Manager's position description and the Board's procedures for evaluating the General Manager
5. Manage the writing and the Board's adoption of any staffing policies not covered by legislation or collective agreements
6. Manage the writing and adoption of any interpretations of collective agreement clauses requiring such interpretation
7. Manage the Board's relations with any outside labour relations or human resources consultants engaged to work directly with the Board or its members
8. Manage the documentation of any advice or consultation the Board receives concerning labour relations or human resources
9. Consult with the Treasurer or the Finance Committee about any significant financial implications of proposed staff work rules, compensation, or benefits
10. If not already serving as the Vice President, and if neither the President nor the Vice President can carry out the duties of the President, convene a meeting of the Board to appoint another officer to carry out those duties

11. Prepare an annual report on staff relations for the General Meeting
12. Provide written records of policies, advice, filing systems, calendars, and other material sufficient for the successor Vice President to assume the duties of the position