

Effective Date: September 13, 2023

Review Date: 2028

1. Purpose:

This policy seeks to:

- 1) Provide clear expectations for the responsibilities of Council members
- 2) Allow those considering joining the Council to understand their potential obligations

2. Background:

None.

3. Policy Statement:

Council Member engagement and participation is integral to the Council's leadership success. In agreeing to serve on Council, Council Members will govern its members in a manner that serves and protects the public interest.

4. Procedure:

SERVICE

Council Members will:

1. Govern and participate in Council, and Committee meetings consistent with MVMA governing documents (the Act, By-Laws and Policies).
2. Be prepared to serve on at least one Committee or working group of the Council each year.
3. Assume, within their skill-sets, specific assignments such as leading a Committee, preparing a discussion document for Council's consideration or leading a Council discussion.
4. Be attentive to Council communication from the Council Chair, Executive Committee and/or ED/Registrar (or designates) and respond promptly to requests for feedback or assistance.
5. Actively participate in Council meetings to bring forward ideas, perspectives, and expertise to assist the Council in making the best information-based decisions.
6. Discuss and develop policy.
7. Be called upon periodically to show public support for the MVMA by being present at specific events.
8. Serve as ambassadors for the MVMA by effectively contributing to the positive reputation of the MVMA in the broader community.
9. Be alert to member and public concerns that may involve the MVMA.
10. Help in the recruitment of new Council Members.

11. Follow the Council Code of Conduct.

PREPARATION

Council Members:

1. Are expected to be informed and productive in meetings by reviewing material pre-circulated for Council meetings, prior to the meeting.
2. Will be prepared to discuss and vote on matters.
3. May seek clarification regarding understanding of reports, as needed, prior to the Council meeting through the online platform.
4. Must be familiar with Council policy and basic governance processes.
5. May attend an external continuing education session as approved by the Council Chair in consultation with the ED/Registrar.
6. Are expected to attend internal continuing education sessions related to their role as Council Members.

ATTENDANCE

Council Members:

1. Are expected to attend all Council and Committee meetings as their input is essential and continuity from meeting to meeting is critical.
2. Are expected to send regrets for an absence to the Council Chair and ED/Registrar. The Council Member may wish to speak directly to the Council Chair with regard to the reason for the absence.
3. May be disqualified from sitting on Council if they fail, without cause, to attend Council meetings (please see the Council Code of Conduct and sections 2-3 of the [MVMA General By-Law No 1.](#))