

Policy CG-3 Council Job Description

Under the Act, Council is established as the governing body of APEGBC. Council also represents APEGBC to the public generally, guided by standard or pre-determined messaging. Council is APEGBC's ultimate authority and is therefore accountable for APEGBC's overall performance.

Council can delegate actions to Committees, Task Forces or the CEO & Registrar, consistent with the Act, but cannot delegate responsibility. It is the responsibility of the Council and each of its members to:

1. Stakeholder Representation

- 1.1 Ensure that protection of the public interest in the practice of the professions is held paramount.
- 1.2 Ensure that the perspectives of the Members are appropriately represented and subject to 1.1, that the Members' interests are upheld and protected.

2. Strategic Leadership

- 2.1 Formulate governance policies and a strategic plan to guide APEGBC in current and future initiatives and ensure continuing relevance of the professions and of APEGBC.
- 2.2 Establish broad budget and business plan objectives to be used by the CEO & Registrar in preparing a fiscal year operating budget that recognizes priorities that Council has established, and ensure that the budget materially reflects those priorities.
- 2.3 Approve the appointment of the CEO & Registrar.

3. Stewardship

- 3.1 Assess the performance of APEGBC and the CEO & Registrar.
- 3.2 Assess performance against the Strategic Plan, the Business Plan and the fiscal year operating budget.
- 3.3 Assess its own performance, including the performance of the President, Executive Committee and other Council Committees.
- 3.4 Ensure sustainability of APEGBC including succession planning for key leadership roles.

4. Council Governance

- 4.1 Exercise independent judgment in directing and overseeing the operations of APEGBC.
- 4.2 Recognize that Council as a whole provides direction to the organization.
- 4.3 Uphold and respect the decisions of Council.
- 4.4 Recognize the role of the President as the official spokesperson for Council.
- 4.5 Delegate matters to Council Committees and Task Forces for assistance and advice in doing the work of Council; retain responsibility for making decisions and authorizing action.

5. Establish Standards of Conduct and Ethical Behaviour

- 5.1 Establish standards of conduct and ethical behaviour for the Council members, senior management and other personnel, and obtain, on a regular basis, reasonable assurance that APEGBC has an ongoing, appropriate and effective process for ensuring adherence to those standards.
- 5.2 Have a policy and process in place, and communicated to all personnel, that provides for staff to have confidential access to Council, through the President, to raise matters of serious concern regarding the CEO & Registrar.