

POLICY TYPE: GOVERNANCE PROCESS

4-04 Director Job Description Policy

In agreeing to stand for election and accept appointment to the Board, Directors will act as stewards on behalf of the public interest mandate served by the College of Opticians of Ontario (COO).

Individual Directors will meet the job responsibilities outlined below:

SERVICE

Directors:

1. Will govern and participate in Board, Committee and Working Group meetings consistent with the Governance Approach Policy, 4-01 and the Board Terms of Reference, 4-03.
2. Will be prepared to serve on at least one Committee of the Board and potentially a Working Group as needed.
3. Will, within their skill sets, assume specific assignments such as leading a Committee or Working Group, preparing a discussion document for Board consideration or leading a Board discussion.
4. Will actively participate in Board meetings to bring forward ideas, perspectives, and expertise in order to assist the Board in making the best decisions.
5. Will discuss and develop policy to establish the strategic outcomes of the COO, the value system of the COO, the operational boundaries of the Registrar, CEO, and the processes the Board uses to complete its own work.
6. Will conduct themselves ethically, respectfully and lawfully, acting in accordance with the College's statutory mandate to regulate opticianry in the public interest, as outlined in the Code of Conduct for Directors and Committee Members.

PREPARATION

Directors:

7. Are expected to be informed and productive in meetings by reviewing material pre-circulated for Board meetings, prior to the meeting.
8. Will be prepared to discuss and vote on matters in the public interest.
9. Should seek clarification, as needed, prior to the Board meeting with the Registrar, CEO on any significant agenda items.
10. Will generally need to prepare for, travel to, and participate in approximately ten (10) to sixteen (16) Board and Committee meetings per year.

11. Must be familiar with Board policy and basic procedure.
12. May attend an external continuing education session as approved by the Chair in consultation with the Registrar, CEO.
13. Are expected to attend internal training continuing education sessions related to their role as Directors and/or Committee Members.

AMBASSADORSHIP

Directors:

14. Recognize that the Chair is the official spokesperson for the Board.
15. May be called upon periodically to serve as ambassadors for the COO by being present at specific events/meetings and/or by serving as a spokesperson when delegated by the Chair.

ATTENDANCE

Directors:

16. Are expected to attend all Board and Committee meetings as their input is essential and continuity from meeting to meeting is critical. The failure by a Director to attend multiple Board and/or Committee meetings may result in the Director's disqualification in accordance with the COO by-laws.
17. Regrets for an absence should be made to the Chair and Registrar, CEO. The Director may wish to speak directly to the Chair with regard to the reason for the absence. The Chair will be responsible for addressing attendance problems on behalf of the Board.