



# Duties and Responsibilities of a Councillor (Council Member)

## 1. Fiduciary Duty and Duty of Care

- act honestly and in good faith
- act in the best interests of the Association
- avoid conflict of interest
- subordinate personal interest to the interests of the Association

## 2. Duty of Knowledge

- understand the principles and policies of legislation governing Engineers, Geologists and Geophysicists in Alberta and the inherent responsibilities attached to self-governance
- understand APEGGA's mission and vision statements as well as the strategic plan
- understand the governance model and the rationale for, and effective use of, the four classes of policies

## 3. Duty of Diligence

- act in the best interests of the Association
- be as informed about Association issues as is reasonably possible
- identify external factors which may impact the Association
- prepare for, attend and participate in meetings of Council, assigned committees and special meetings such as strategy conferences
- vote on matters brought before a meeting

## 4. Duty of Skill and Prudence

- use individual expertise in the best interests of the Association
- act cautiously and anticipate probable consequences of Association actions
- exercise the care, diligence and skill of a reasonably prudent person

## 5. Duty to Manage

- establish policies, provide guidance and measure results
- delegate implementation to the Executive Director

## 6. Duty to Participate

- participate in the development and renewal of APEGGA's strategic vision and plan
- serve on selected APEGGA task forces or committees
- attend the Annual General Meeting and the Summit Awards® Gala
- attend Association and Branch meetings as a representative of Council
- act as mentors for new Council Members and assist in their orientation
- attend selected other events such as government functions on behalf of Council

## 7. Duty to Represent Council

- provide a fair hearing to any Member of the Association regarding matters related to the policies of the Association or the administration of its affairs
- provide explanations, if facts are known
- present Council decisions and actions in a positive and supportive manner
- if unable to provide an adequate explanation, direct concerns to the Executive Director or the President

### Characteristics of a Great Councillor

- ✓ experience in professional practice
- ✓ basic understanding of the principles behind professional regulation
- ✓ familiarity with board and management governance
- ✓ balanced perspective and problem-solving attitude
- ✓ particular knowledge of important issues or under-represented groups
- ✓ strong champion of professionalism and of APEGGA
- ✓ track record as a contributor, willing to commit time to APEGGA

### Characteristics of a Great President-Elect (1<sup>ST</sup> Vice-President)

- ✓ recognized as a leader within the professions - track record of participation in APEGGA or technical societies, or executive level experience in professional practice
- ✓ skilled leader – visionary, effective communicator, internal consensus builder, external diplomat
- ✓ familiar with board and management governance, plus formation and implementation of policy and strategy
- ✓ passionate champion of professionalism and of APEGGA
- ✓ energy and enthusiasm to carry forward the work of Council, willing and able to commit significant time to APEGGA (with the support of family, and the backing of employer)

### Time Commitment

|   | Councillor     | Vice-President | President       |
|---|----------------|----------------|-----------------|
| Council Meetings – 1½ days preparation and attendance                           | 8 days         | 8 days         | 10 days         |
| Strategic Retreat   | 2 days         | 3 days         | 4 days          |
| Executive Committee Meetings – ¾ day preparation and attendance                 | –              | 5 days         | 8 days          |
| Various Council committees – ½ to 1 day preparation and attendance              | 8 days         | 12 days        | 24 days         |
| Miscellaneous meetings, briefings and presentations                             | 6 days         | 12 days        | 54 days         |
| <b>Total work days</b> (weekend social events are in addition to these figures) | <b>24 days</b> | <b>40 days</b> | <b>100 days</b> |

# COUNCILLOR'S CODE OF CONDUCT

*Council expects of itself, and of its Members individually, consistent professional conduct. This commitment includes proper use of authority and appropriate decorum. Anyone unwilling or unable to accept this breadth of responsibility should not run for office or should resign.*

- 1.** It is expected that a Councillor's conduct is exemplary and a model of integrity and professional conduct. Councillors, staff, Members and stakeholders are all entitled to be treated fairly, and with dignity and respect.
- 2.** Councillors must discuss all issues freely and openly at Council meetings, presenting both supporting and contrary points of view.
- 3.** Once Council has reached a decision, Councillors must speak with one voice and support the decision. A Councillor is expected to present Council's position to others in a manner supportive of Council and the decision.
- 4.** Councillors are individually, and collectively, responsible for ensuring that discussions during Council meetings focus primarily on issues that pertain to Council.
- 5.** A Councillor, including those on the Executive Committee, may not attempt to exercise individual authority over the Association except as explicitly set forth in Council policies.
- 6.** In responding to questions on Association policy or administrative matters, a Councillor is expected to provide an accurate explanation provided the Councillor has the relevant facts. Otherwise, the Councillor must refer the matter to the President or the Executive Director, as appropriate.
- 7.** A Councillor must respect the privacy of all Member information and abide by the terms of the Association's policy on privacy as published on the APEGGA website.

