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| <p style="text-align: center;">Rainy River District<br/>Social Services Administration Board</p> | <p style="text-align: center;">Policy Area</p> <p style="text-align: center;"><b>GOVERNANCE</b><br/>Board Process</p> |
| <p style="text-align: center;"><b>OFFICER RESPONSIBILITIES</b></p>                               | <p style="text-align: center;">Policy Number</p> <p style="text-align: center;">G-13.0</p>                            |

## Preamble

The Rainy River District Social Services Administration Board (RRDSSAB) entrusts certain members or appointees to serve as officers of the Board. Such officers perform all powers and duties incident to their respective offices and such other powers and duties which may be assigned to them by the Board.

## Policy

Officers are in the service of the Board and, as such, they are bound by Board wishes and limits of Board authority. The officers may meet as a group with the Chief Administrative Officer for purposes of preparing an agenda and other pre-Board work, but they may not act in place of the Board, except as the Board specifically delegates.

**Chairperson:** The Chairperson assures the integrity of Board process including effectiveness of meetings and the Board's adherence to its own rules. The Chairperson's succession, in cases of temporary absence of the Chairperson, is the Vice-Chairperson, or in the absence of the Vice-Chairperson, another Board member whom is appointed by the Board members who are present. In the absence of the Chairperson, the term "Chairperson" is construed to apply in due turn to this succession of officers.

The Chairperson acts as the spokesperson for the Board and is responsible for maintaining order and dismissal for misconduct. The Chairperson acts as the Board's link to the CAO.

**Vice Chairperson:** The Vice Chairperson acts in the absence of the Chairperson and will observe consistent operation of the monitoring system.

**Secretary-Treasurer:** The Chief Administrative Officer is appointed by the Board to the position of Secretary-Treasurer, and therefore is not a member of the Board, but an officer of the Board. The Secretary-Treasurer performs duties in connection with the finances of the organization as may be required by the Board, attests to the legitimacy of Board documents, and is responsible for reporting on and noting any inconsistencies of Board actions.

**ADOPTION & REVIEW GUIDELINES**

*Approved by Res. #05/99 on 14 January, 1999  
Reviewed/Revised by Res. #87/02 on 17 October, 2002  
Reviewed/Revised by Res. #99/06 on 14 September, 2006*

*Approximate date of next review: September, 2009*

| <b>REFERENCES:</b> | <b>POLICY AREA</b> | <b>POLICY NAME AND NUMBER</b> |
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|                    | Governance By-laws | Part 8                        |