



MEMBER ROLES AND DUTIES

1. Purpose

This policy describes how Appointed Board members (which for the purpose of this policy includes the Chair), are to fulfil their role and carry out their duties in accordance with section 136(7) of the *Forest and Range Practices Act* (FRPA) and with the *Administrative Tribunals Act* (ATA).

2. Objectives

- a) Ensure that Appointed Board member roles and duties are consistent with legislation, regulations and the Board's strategic plan, mission, and values; and
- b) Ensure that roles and duties are clear and allow for efficient delivery of the Board's mandate.

3. Legislation

[Forest and Range Practices Act](#)

Forest Practices Board continued

136(1) *The Forest Practices Board is continued.*

- (2) *The board consists of the following members appointed by the Lieutenant Governor in Council after a merit-based process:*
 - (a) *a member designated as the chair;*
 - (b) *one or more members designated as vice chairs after consultation with the chair;*
 - (c) *other members appointed after consultation with the chair.*
- (3) *and (4) [Repealed 2003-47-30.]*
- (5) *Sections 1 to 10, 44, 46.2 and 55 of the [Administrative Tribunals Act](#) apply to the board.*
- (6) *The Lieutenant Governor in Council may determine the remuneration, reimbursement of expenses and other conditions of employment of persons appointed under the regulations to carry out audits.*
- (7) *Board members must faithfully, honestly, and impartially perform their duties.*

[Administrative Tribunals Act](#)

Responsibilities of the chair

- 9 *The chair is responsible for the effective management and operation of the tribunal and the organization and allocation of work among its members.*

4. Application

This policy applies to Appointed Board members.

5. Policy

5.1 Chair's Role

- a) The Chair is the head of the organization and is responsible for overall operations including financial and human resource management and ensuring the Forest Practices Board adheres to core policies of the government (e.g., financial management, Freedom of Information requests, etc.).
- b) The Chair is responsible to establish the strategic direction for the organization, consistent with the legislative mandate.
- c) The Chair allocates work among the Appointed Board members, including delegation of specific powers under FRPA, and assigning duties to Appointed Board members.
- d) The Chair will evaluate and provide feedback to Appointed Board members on fulfillment of their role and duties as part of a formal performance review process.

5.2 Appointed Board Members' Role

FRPA: When the Appointed Board member, or a panel of the Board, is exercising any of its legal powers established under FRPA, then the members are decision makers who are responsible to:

- a) ensure all reports, decisions, and recommendations are consistent with the mandate of the Board, follow principles of administrative fairness, and are in the public interest.

Strategic Oversight: The Appointed Board members will also provide strategic direction to the Board. This role is advisory to the Chair, who is legally accountable for the effective operation of the organization under the ATA.

Executing these two specific roles requires Appointed Board members to:

- a) provide independent oversight, societal context, and an informed public voice to the work of the Board;
- b) work as part of a team to achieve the Board's legal mandate in a manner keeping with its mission, purpose, values, and behaviours;
- c) contribute their unique knowledge, experience, and perspective;
- d) independently represent the public interest, exercise good judgment, think strategically, and be fair and balanced in their actions; and
- e) through their standing in the broader community, lend important credibility to the work of the Board.

5.3 Appointed Board Members' Duties

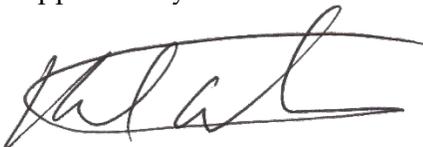
- a) FRPA requires that "board members must faithfully, honestly and impartially perform their duties."

- b) Remain attuned to and informed about public interests, perceptions, and emerging issues as they relate to the work of the Board.
- c) When appropriate, recommend topics to be placed on the Appointed Board's meeting agenda.
- d) Participate actively in Appointed Board meetings, including receiving and reviewing documents; sharing information of interest to other members; and engaging in constructive dialogue on questions before the Appointed Board.
- e) As requested by the Chair, represent the Board with stakeholders by attending meetings, conferences, or other relevant events.
- f) Participate actively on assigned panels in accordance with the *Panels of the Board* policy.
- g) Provide feedback and advice relative to the way the Board and its work are perceived by stakeholders.
- h) Uphold the Board's *Code of Conduct* policy.
- i) Undertake other duties as delegated by the Chair and agreed to by the member.

6. References

- [Board Member Recruitment, Appointment and Term Policy](#)
- [Panels of the Board Policy](#)
- [Code of Conduct Policy](#)

Approved by:



Keith Atkinson, Chair
Forest Practices Board