

Codiac Regional Policing Authority

Policy #: G-1007
Category: Authority Affairs
Subject: Position Description – Vice-Chairperson
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Review Cycle: Year 5/5
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Framework

Municipal Agreement

The Agreement between the City of Moncton, the Town of Riverview and the City (then Town) of Dieppe dated April 9, 2001 (the Municipal Agreement) provides that the Chairperson, Vice-Chairperson and the Secretary of the Authority shall be elected by the Codiac Regional Policing Authority (CRP Authority) members (s. 2(3)).

Article 6(5) of the Municipal Agreement provides that the “Authority may adopt by-laws and policies to govern and regulate its activities.”

CRP Authority Procedural By-laws

Section 7 of the CRP Authority Procedural By-laws set out the duties of the Vice-Chairperson as follows:

7.1 The Vice-Chairperson shall:

- a) Act in the absence of the Chairperson as the Presiding Officer and shall have the same authority as the Chairperson would have if present; and
- b) Be a signing officer for the CRP Authority and sit on the Executive Committee.

Policy

(a) Other Responsibilities

In addition to the foregoing, the Vice-Chairperson is responsible for:

- In the absence or at the written request of the Chairperson, fulfilling the responsibilities of the Chairperson as set out in Policy G-1106 – Position Description – Chairperson
- Supporting the Chairperson by playing an active role in liaising with the CRP Authority’s committees to ensure that everything is on track at the committee level to support the timely completion of the CRP Authority’s annual macro agenda and goals
- Performing such other duties that are delegated to him/her by the CRP

Authority or the Chairperson

(b) General Expectations

The CRP Authority has the same general expectations for the Vice-Chairperson as it does for the Chairperson, when the former is acting as the latter. See Policy G-1006 – Position Description – Chairperson.

(c) Desired Skills and Attributes

Given the important leadership role of the Chair (and in his/her absence the Vice-Chair), the following personal characteristics should be considered in nominating a CRP Authority member to the Vice-Chair role:

- Integrity
- Empathy
- Intellectual capacity to understand complex problems and potential solutions
- Motivation and capacity to establish work plans with clear objectives
- Political skills and the capacity to use his/her authority
- Ability to chair productive meetings
- Solid facilitation and conflict resolution skills
- Clear strategic vision
- Solid communication skills
- Understanding of the necessity to establish performance standards or norms and to monitor them effectively
- Ability to recognize and manage the natural tension between the CRP Authority and the OIC
- Ability to question points of view and opinions and the knowledge necessary to do so
- Ability to establish priorities and to focus on what is important
- Ability to deal with people who have strong personalities