

COUNCILLOR JOB DESCRIPTION



Time Commitment:

Meetings, preparation & consultation (30 days per year)

Committee/task group participation, other (equivalent of 6 to 10 days per year)

The time on committees & task groups is in 3 to 4 hour blocks of time.

Accountability:

The Council is collectively accountable to the residents of the Town of Regina Beach & other stakeholders. They are accountable for the Council's performance in relation to its mission & strategic objectives & for the effective stewardship of financial & human resources.

Authority:

Individual Councillors have no authority to approve actions by Town of Regina Beach, to direct staff, or to speak on behalf of the Town of Regina Beach, unless given such authority by the Council.

Responsibility:

Councillors are responsible for acting in the best long-term interests of the Town of Regina Beach & its members; and will bring to the task of informed decision-making, a broad knowledge & and inclusive perspective.

General Duties:

Every member of the Council is expected to do the following:

- Prepare for & attend Council meetings;
- Work as a team member & support Council decisions;
- Participate in the review of Council's mission & objectives & core values;
- Monitor the performance of the Council in relation to objectives & core values;
- Approve the budget & monitor financial performance in relation to it;
- Abide by the bylaws, code of conduct & other policies that apply to the Council;
- Establish, review & monitor policies that guide core operational practices (e.g., financial management, human resource management);
- Participate in hiring & releasing the CAO;
- Participate in the evaluation of the CAO;
- Participate in the orientation of new Councillors;
- Participate in committee work;
- Keep informed about community issues relevant to the mission & objectives of the Council.

Qualifications:

The following are considered key job qualifications:

- Commitment to Town of Regina Beach's mission & strategic directions;
- A commitment of time; and
- Openness to learning.

Evaluation:

The performance of Councillors is evaluated annually in the context of the evaluation of the Council & is based on the carrying out of duties & responsibilities as outlined above.

Town of Regina Beach Meetings:

Town of Regina Beach holds two evening meetings per month on the 2nd & 4th Tuesday.

Town of Regina Beach Committees & Task Groups as assigned.