POLICY NUMBER: POL-107

Chapter:
BOARD OF DIRECTORS

Subject:
GOVERNANCE PROCESS, CHAIR'S ROLE

Effective Date:
January 23, 2003

Last Update:
May 18, 2023

PURPOSE:

The purpose of this policy is to set out the responsibilities of the Chair of the Workers Compensation Board of Directors.

REFERENCE:

Workers Compensation Act R.S.P.E.I.1988, Cap. W-7.1, Sections 20, 21, 22
Occupational Health and Safety Act R.S.P.E.I. 1988, Cap. 0-1.01, Section 4

DEFINITION:

POLICY:

1. The Chair assures the integrity of the Board of Directors' process and represents the Workers Compensation Board (WCB) to outside parties.

    A. The role of the Chair is to ensure that the Board of Directors acts consistently with its own rules and those legitimately imposed upon it from outside the organization.

Accordingly,

(i) Discussion will be limited to those issues which, according to WCB policy, clearly belong to the Board of Directors to decide.

(ii) Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and focused.

B. The authority of the Chair consists of making decisions that fall within the topics covered by WCB policies on Governance Process and Board - Chief Executive Officer Relationship, except where the Board of Directors specifically delegates portions of this authority to others. The Chair is authorized to use any reasonable interpretation of the provisions in these policies.

(i) The Chair is empowered to set the draft agenda and chair Board of Directors' meetings with all the commonly accepted power of that position and according to established rules of order.

(ii) The Chair has no authority to make decisions about policies created by the WCB within Ends and Executive Limitations policy areas. Therefore, the Chair has no authority to supervise or direct the Chief Executive Officer, unless directed by the Board of Directors.

(iii) The Chair may represent the WCB to outside parties in announcing WCB-stated positions.

(iv) The Chair ensures that the Minister responsible for the WCB is informed of the organization's business. The Chair may delegate this authority but remains accountable for its use.

(v) The Chair is a member of the OHS Advisory Council and as well as an ex-officio member on other internal committees. The Chair may represent the WCB through participation on external committees and boards.

C. In the absence of the Chair, or in the case of the Chair's inability to act or if there is a vacancy in the office, the Vice-Chair shall act as and shall have all the powers of the Chair.

Accordingly,

(i) The Chair shall advise and provide notice to the Vice-Chair of any anticipated absence or inability to act as Chair and provide a briefing to the Vice-Chair.

(ii) Where the Chair is unable to provide advance notice of an absence or inability to act, the Chief Executive Officer shall contact the Vice-Chair and brief the Vice-Chair.

HISTORY:

May 18, 2023 – Amended to include the Chair's role in agenda setting, implementing rules of order and committee membership.

May 9, 2019 – Added purpose statement.

October 24, 2013 – Editorial changes made to the policy as a result of a review by the Board of Directors.

August 21, 2013 – Editorial changes made to the policy as a result of a review by the Board of Directors.

January 20, 2009 - Amended to include the situations where the Vice-Chair will act as the Chair.

March 13, 2006 - Editorial changes made to the policy as a result of a review by the Board of Directors.

Board of Directors Approval Date: January 23, 2003