



## **ALBERTA PROFESSIONAL PLANNERS INSTITUTE (APPI) - COUNCIL MEMBER JOB DESCRIPTION**

*This statement elaborates on collective Council and individual Councillor responsibilities by outlining the areas of Council focus and stating detailed expectations for governance.*

### **RESPONSIBILITIES OF COUNCIL MEMBERS**

The Council of APPI is responsible for overseeing the mission of the organization. Its duties include participating in strategic planning, making policy decisions, ensuring the financing of those policy decisions, and monitoring their execution. Councillors must be willing to attend the requisite meetings, follow through on commitments, and participate fully in the decision-making process. The Council also presents the organization's image to the membership and community.

#### **General Responsibilities**

##### ***Fiscal***

- Participate in strategic planning and the setting of long-term goals.
- Review revenues and expenses on a quarterly basis to ensure the mission of the organization is being pursued in accordance with the approved budget.
- Strengthen APPI's financial base by promoting continued membership and new applicants to the profession.

##### ***Legal***

- Act on behalf of the organization and its interests, putting aside personal concerns, affiliations, or constituencies.
- Avoid conflict of interest.
- Set procedures and policies to ensure that the organization is administered in a manner that complies with applicable law and the organization's governing documents.

##### ***Ambassadorship***

- Promote the APPI mission, generating good will for the organization, and encouraging support for the efforts of the staff and volunteers in pursuing the mission.
- Make introductions to new communities, corporate sponsors, and helpful organizations and individuals.

##### ***Staff***

- Hire the Executive Director and review performance annually.
- On request, be willing to use individual expertise to assist in staff organization and development.

##### ***Terms***

- Councillors are elected for a two year term and normally no Councillor shall serve more than three consecutive terms.

#### **Specific Responsibilities**

- **Attendance and Contribution at Meetings:** Councillors are expected to attend and be active in scheduled Council meetings, in person or via phone. If a Councillor is absent from three or more meetings in a term without prior approval, the Councillor is deemed to have resigned.
- **Council Strategic Committees Membership:** Councillors must sit on at least one of the following Council Strategic Committees:

- *Governance Committee*: Responsible for reviewing governance matters and providing advice to Council on the overall stewardship of APPI.
- *Finance Committee*: Responsible for reviewing the annual financial statements to ensure appropriate financial disclosure, ensuring that management implements adequate control structures and procedures, and reporting on the organization's financial status to Council on a regular basis.
- *Executive Director Review Committee*: Responsible for conducting the Executive Director's annual performance and compensation review and for identifying the process for the review.
- **Standing Committees Membership**: As a right-to-title profession under the Professional and Occupational Associations Registration Act – Professional Planner Regulation, APPI is required by law to have three standing committees: Registration Committee, Practice Review Committee, and Discipline Committee. Council appoints individuals to those standing committees, including one member of Council who is non-voting to the Registration and Practice Review Committees. No member of Council is appointed to the Discipline Committee.
- **Operational Committees Membership**: In addition to the standing committees that assist Council in meeting its governance obligations the Executive Director may invite Councillors to serve on operational committees. Operational committees report to Council through the Executive Director.
- **External Appointments**: Council is responsible for appointing APPI members to other bodies upon request, for example bodies which APPI is a party to their creation such as the Professional Standards Board (PSB), the Professional Standards Committee (PSC) and the Planning Alliance Forum (PAF), under the External Appointments, as well as bodies that are external to APPI such as the Calgary Planning Commission, University Advisory Committees, and the Alberta Safety Codes Council. In general, members of APPI Council are not appointed to these positions, but Councillors may be asked to serve in these capacities under certain circumstances.