

Municipal Director Position Description



**COWICHAN VALLEY  
REGIONAL DISTRICT**

**POSITION DESCRIPTION  
MARCH 2020**

<b>Position Category:</b>	<b>Elected Official</b>
<b>Role:</b>	<b>Municipal Director</b>

**Position Summary:**

Represents a member municipality in governing the provision of local, inter-jurisdictional and regional services to communities of the Cowichan Valley Regional District. A Municipal Director is to ensure good government, services and stewardship of public assets, and foster the current and future economic, social and environmental well-being of the region and its communities.

**Typical Duties:**

- a. Collaborate with fellow Board members to develop and set strategic direction for the organization;
- b. As a member of the Board, consider and vote on policies and bylaws governing the operations of the organization, delivery of services to the community and stewardship of public assets;
- c. As a member of the Board, participate in the allocation of resources through the review and adoption of the Five Year Financial Plan;
- d. Attend Board, Committee and Commission meetings;
- e. Attend or participate in external organizations as appointed by the Board or the Board Chair;
- f. May liaise with community organizations such as taxpayer associations, historical and cultural societies, sports organizations, and other special interest groups;
- g. May attend local events in support of constituents and community groups;
- h. Liaise with elected officials in other levels of government including municipal councils, and provincial and federal ministries, in relation to local issues;
- i. Attend Association of Vancouver Island and Coastal Communities (AVICC), Union of BC Municipalities (UBCM), and Federation of Canadian Municipalities (FCM) conferences as approved by the Board.
- j. Participate in the review and adoption of the Annual Report;
- k. As a member of the Board, provide input on the direction, performance evaluation and terms of employment of the Chief Administrative Officer (CAO);
- l. Observe strict confidentiality regarding closed session matters
- m. Adhere to the CVRD’s Code of Conduct for Elected Officials
- n. Attend the CVRD’s Organization orientation and the LGLA Elected Officials seminar post election.

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### **Time Commitment and Availability**

Significant time is required to review materials in preparation for Board, Committee and other meetings and events

Municipal Directors may attend meetings and events, and respond to constituents during evenings and on weekends as required

This role generally involves *at least* the equivalent time commitment of a part time job.

There is a significant degree of discretion in how much time is committed, however, at times the role may involve activities that approximate or exceed a part time position.

### **Skills & Abilities**

- a. An interest in broad-based community issues, a desire to contribute, and a willingness to learn
- b. As an Electoral Area Director serves their term of office they are expected to develop a body of knowledge supportive of informed decision-making.
- c. Ability to establish and maintain courteous, tactful, diplomatic working relationships with other Board members, employees of the CVRD and the general public
- d. Ability to make a an objective and informed decision
- e. Ability to engage in effective interpersonal communication (verbal and written), problem solving and conflict resolution
- f. Ability to speak in public and effectively communicate complex or technical information
- g. Ability to behave in a way that inspires the public trust and sets an example for the organization.
- h. Ability to meet deadlines.
- i. Ability to participate as an engaged member of a team.
- j. Ability prioritize and competently manage a variety of activities and conflicting demands;
- k. Analytical and problem solving skills.
- l. Ability analyze concepts and strategies, to establish goals and priorities and to work within general objectives.
- m. Ability to make space for disagreement, accept the majority even when it conflicts with their opinion, and accept responsibility for their actions and decisions, and those of the Board.
- n. A basic understanding of parliamentary procedures
- o. Proficient computer skills with MS Office in a MS Windows environment and Adobe Acrobat Reader,
- p. Familiarity with web browsers and the use of the Internet