

# Committee Member Job Description

Last revised December 7, 2007

<b>Committee of Council</b>	Chatham-Kent Community Strategic Planning Committee
<b>Position Title</b>	Committee Member
<b>Length of Term</b>	4 years
<b>Time Commitment</b>	9 to 12 hours/month

## Position Summary

Committee members are required to advise Council and community partners regarding ongoing, new, and/or emerging strategic priorities on matters pertaining to the implementation of the Community Strategic Plan and to track progress towards achieving the six objectives: health, economy, environment, culture, civic engagement and learning.

In fulfilling its purpose the Committee member shall, with the support of staff:

- a. Be committed to the success of Chatham-Kent as a healthy, prosperous, green, cultural, engaged and learning community.
- b. Communicate and cooperate with pertinent community partners for the purpose of tracking progress (e.g., through active presentations to partners etc.).
- c. Facilitate information exchange to the community and to Council.
- d. Promote the committee's purpose and mandate and attend committee functions.

## Key Responsibilities & Duties

- Regularly attend general meetings of the committee-of-the-whole and important related meetings.
- Be an advocate of the Community Strategic Plan.
- Seriously commit to actively participate in committee work and willingly accept assignments and complete them thoroughly and on time.
- Stay informed about committee matters; be well prepared for meetings, and review and comment on minutes and reports.
- Take a genuine interest in other committee members and build a collegial working relationship that contributes to consensus.
- Actively participate in the committee's annual evaluation and planning efforts.

- Participate in partnership development in order to help the Municipality to advance the implementation of the Community Strategic Plan.
- Create and/or maintain a log of meeting minutes, contacts and any other relative information gathered throughout the four-year term to be passed to the next committee member.
- To bring concerns to the committee's table if they could negatively impact our progress toward stated objectives, just as we do to celebrate/communicate our successes.
- To provide feedback to our existing partner networks as to how we think the CSP initiative is working.

## Relevant Experience and Skills Requirements (Minimal & Preferred)

### Prerequisite:

- Must be at least 18 years old.
- Reside fulltime or work (min.35 hrs/wk) within Chatham-Kent.

### Skills/Abilities/Experience:

- Desire/willingness to assist in the betterment of Chatham-Kent
- Post-secondary education (degree or diploma) and/or related work experience in public administration, planning, business administration, finance, economics, political science is an asset
- Related professional development
- Responsible for leading people in the public, private, voluntary sector
- Demonstrated success in planning in some fashion
- Managerial or facilitative role
- Capacity building
- Leadership role; Planning role; Lead Organizer
- Open-mindedness and skills in listening
- Openness to criticism and suggestions
- Sole practitioner, consultant – teach, facilitate strategic planning
- Academic understanding of strategic planning
- Organization & communication skills (oral & written)
- Presentation skills are an asset
- Email access is preferred