

Received DC Office February 3, 2021

From: NCLGA Admin <admin@nclga.ca>
Sent: Wednesday, February 3, 2021 10:44 AM
To: 'NCLGA Admin' <admin@nclga.ca>
Subject: Regional Representative Appointments to NCLGA Board for 2021/22

Dear Regional Districts,

At NCLGA's January board meeting, the Board endorsed a policy for alternate regional representatives. In addition to appointing a primary regional representative to the NCLGA Board each year, NCLGA requests that each regional district also appoint an alternate representative. If the primary representative is unable to attend an NCLGA board meeting, the alternate representative would participate. This policy will ensure that a representative from each regional district is present at each NCLGA board meeting.

Please forward the names of appointed regional representatives on the NCLGA Board for 2021/22 by **March 19, 2021**. Thank you to regional districts that have already notified NCLGA of their primary regional representative. We would appreciate it if you could also forward an alternate representative by the above timeline.

To assist with the appointment process, I am forwarding a document that outlines the responsibilities and commitments of regional representatives on the NCLGA Board (see attachment).

If you have any questions, please do not hesitate to contact me.

Kind Regards,

Susan Chalmers

Executive Coordinator

North Central Local Government Association

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Terms of Reference for Positions on the North Central Local Government Association Board

General responsibilities for all Executive positions:

- Members of the NCLGA Executive are expected to consider the concerns of the entire NCLGA area when participating at the NCLGA table or representing the NCLGA at events and workshops.
- All Executive members will be expected to attend 4 – 6 meetings throughout the year. Most meetings are held in Prince George, but it may be necessary for meetings to be held virtually (current practice during COVID-19). Executive members will confirm attendance or express regrets for all scheduled meetings.
- Each Executive member will sit on at least one optional NCLGA committee – Finance, Governance, Health Care, or AGM. The Resolutions Committee and Planning & Priorities Committee are Committees of the Whole. Most committee meetings will be held by phone, online, or in person in conjunction with a quarterly board meeting. However, the Health Care Committee meets monthly and the AGM Committee meets as needed in the months leading up to NCLGA's AGM & Convention.
- Executive members will be aware of and follow NCLGA policies and bylaws.
- Executive members will be required to use email and the internet for internal board communications.

Regional Representative(s): In addition to the general requirements of Executive members, Regional Representative(s) on the NCLG Board are also responsible for the following:

- Provide a conduit between members (municipal councils and regional district boards) and the NCLGA Board by reporting out to members within their region and bringing the concerns and perspectives of these members to their Regional District Board table and the NCLGA Board table.
- With the approval of the President, may be asked to speak on behalf of the Association to the members, media, public, or other levels of government.

Note about Regional Representatives:

NCLGA bylaws were revised in 2011. Under the revised bylaw, Regional Representatives shall be **appointed** by their respective Regional District or Regional Municipality. NCLGA requests that the names of these appointees be submitted by **March 19, 2021** to admin@nclga.ca.