

## **ADVISORY COMMITTEE – REPRESENTATIVE**

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**POSITION:**                    **ADVISORY COMMITTEE REPRESENTATIVE**  
**FUNCTION:**                    **Active member**  
**ACCOUNTABLE TO:**        **Advisory Committee and the Corporation of the City of Kitchener**

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### **RESPONSIBILITIES**

1. To attend Advisory Committee meetings.
2. To be knowledgeable of the aims and objectives of the Advisory Committee and the Corporation of the City of Kitchener.
3. Playing an active role on the Advisory Committee by preparing for, attending and participating in meetings.
4. Sending regrets to the Chair and staff if you are unable to attend a meeting, and following up with the Chair on any actions/work that may have come out of the meeting.
5. To support Advisory Committee decisions.
6. Complete any work that is delegated to you, or the whole committee by the agreed upon timelines.
7. To become familiar with and adhere to the Advisory Committee Terms of Reference.
8. To understand the role of both staff and volunteers.
9. To inform the Advisory Committee Chairperson and/or staff liaison of any agenda items prior to the agenda being set.

### **QUALIFICATIONS**

- The representative must reside or work in Kitchener
- Ability to work cooperatively with others.
- Courteous and respectful to others
- Time commitments include a monthly meeting (2 hrs. approx.) but may also include additional subcommittee work, as required.

## **ADVISORY COMMITTEE - CHAIRPERSON**

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**POSITION:**                    **ADVISORY COMMITTEE CHAIRPERSON**  
**FUNCTION:**                **To preside at advisory committee meetings**  
**ACCOUNTABLE TO:**      **Advisory Committee and the Corporation of the City of Kitchener**

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### **RESPONSIBILITIES**

1. To attend Advisory Committee meetings.
2. To be knowledgeable of the aims and objectives of the Advisory Committee and the Corporation of The City of Kitchener's role in the community.
3. To provide input into the monthly agendas in co-operation with the city staff liaison.
4. To call the meeting to order on time and ensure it proceeds according with Council Policy
5. To present each item on the agenda for discussion/decision.
6. To guide the discussion so that it does not deviate from the agenda and the order of business.
7. To ensure that all members have equal opportunity to enter into discussions at meetings.
8. To ensure the Advisory Committee Terms of Reference is followed.
9. To rephrase and clarify expressed opinions, if necessary.
10. To call for motions when recommendations or actions are expressed.
11. To state the wording of the motion clearly and to allow for adequate discussion before the vote.
12. To ensure a vote on the motion and announce if the motion is carried or defeated.
13. To ensure that the Vice-Chairperson assumes the duties of the Chair when required.
14. To support Advisory Committee decisions.
15. To accept work assignments willingly and follow through with assigned tasks.
16. To understand the role of both staff and volunteers.
17. To participate in all advisory committee meetings when called.

### **QUALIFICATIONS**

- The ability to work co-operatively with others
- Good communication skills
- Organized and prepared
- Familiarity with parliamentary procedure or willingness to learn
- Courteous and respectful to others
- Comfortable with public speaking
- The representative must reside or work in Kitchener.
- Time commitments include a monthly meeting (2 hrs. approx.) but may also include additional subcommittee work, as required.

## **ADVISORY COMMITTEE VICE-CHAIRPERSON**

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**POSITION:** **ADVISORY COMMITTEE VICE-CHAIRPERSON**  
**FUNCTION:** **To preside at advisory committee meetings when Chairperson is unavailable**  
**ACCOUNTABLE TO:** **Advisory Committee and the Corporation of the City of Kitchener**

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### **RESPONSIBILITIES**

1. To Advisory Committee meetings.
2. To be knowledgeable of the aims and objectives of the Advisory Committee and the Corporation of The City of Kitchener's role in the community.
3. To assume all the responsibilities of the Chairperson in his/her absence.
4. Playing an active role on the Advisory Committee by preparing for, attending and participating in meetings.
5. Sending regrets to the Chair and staff if unable to attend a meeting, and following up with the Chair on any actions/work that may have come out of the meeting.
6. To support Advisory Committee decisions.
7. Complete any work delegated to you, or the whole committee by the agreed upon timelines.
8. To become familiar with and adhere to the Advisory Committee Terms of Reference.
9. To understand the role of both staff and volunteers.
10. To inform the Advisory Committee Chairperson and/or staff liaison of any agenda items prior to the agenda being set.

### **QUALIFICATIONS**

- The ability to work co-operatively with others
- Good communication skills
- Organized and prepared
- Familiarity with parliamentary procedure or willingness to learn
- Courteous and respectful to others
- Comfortable with public speaking
- The representative must reside or work in Kitchener.
- Time commitments include a monthly meeting (2 hrs. approx.) but may also include additional subcommittee work, as required.