CHAIR, CMA ETHICS COMMITTEE

Term of office: three years, renewable once.

Purpose of the position: The committee chair ensures the effective functioning of the committee.

Responsibilities of the position:
- Chairs meetings while ensuring that proceedings are conducted in a proper and orderly manner
- Maintains the functioning of the committee consistent with CMA values
- Establishes agendas for each meeting, on the basis of organizational strategic priorities
- Promotes innovative thinking and informed decision-making
- Guides the committee in the best interests of the organization

Qualifications and requirements
The chair should have:
- an understanding of rules of order and the association’s governance policies and bylaws, including the committee’s terms of reference
- an ability to conduct themselves with discipline and dignity, tact and diplomacy, to preserve order and decorum, to act fairly, in good faith and without malice, to be respectful of others’ ideas and viewpoints and to always act in the best interests of the organization
- well-developed interpersonal skills and excellent communication and listening skills
- the ability to facilitate group dynamics, foster a collaborative approach and encourage open communication and constructive debate while building consensus
- proven capabilities in leading, team building and achieving results
- an understanding of the CMA’s mission and vision
- preparedness for meetings and time available to set agendas, review reports, etc.
- demonstrated ethics expertise or significant experience in ethics-related policy and practice