

## WORKSAFENB

### POSITION GUIDELINES

<b>JOB TITLE:</b>	Chairperson, Board of Directors
<b>APPROVAL DATE:</b>	02/06/2015

### WORKSAFENB

WorkSafeNB is a public body serving employers, workers, injured workers, and injured workers' dependants, and is governed by a Board of Directors, which is responsible for ensuring that WorkSafeNB meets its legislated responsibilities.

WorkSafeNB's authority is derived from the *Workplace Health, Safety and Compensation Commission and Workers' Compensation Appeals Tribunal Act (WHSCC & WCAT Act)*, the *Workers' Compensation Act (WC Act)*, the *Firefighters' Compensation Act (FC Act)*, and the *Occupational Health and Safety Act (OHS Act)* and regulations. WorkSafeNB has dual responsibility for compensation as well as health and safety in New Brunswick workplaces.

WorkSafeNB is a complex organization with diverse responsibilities that include:

- Exercising quasi-judicial functions that affect the rights and responsibilities of workers and employers;
- Exercising quasi-legislative functions that interpret the *Acts*;
- Developing and making recommendations to amend legislation and regulations;
- Performing regulatory functions;
- Performing rate setting functions;
- Performing inspections and investigations;
- Managing large amounts of money which must be collected and prudently invested to ensure the capacity to meet current and future responsibilities;
- Employing and managing a diversified work force which is deployed throughout the province;
- Establishing rates and overseeing the quality of care provided by regulated health professionals; and
- Operating a workers' rehabilitation centre.

### AUTHORITY

The Chairperson of the Board of Directors is appointed by the Lieutenant-Governor in Council. The Board of Directors has the legislated authority to administer the affairs of WorkSafeNB as established by the *WHSCC & WCAT Act*. This includes the administration of the *WC Act*, the *FC Act*, the *OHS Act*, and the regulations.

### RESPONSIBILITIES

Governance is the process and structure used to direct the business and affairs of a corporation, with the objective of achieving the corporate vision. Specifically, the Board of Directors looks out for the interests of the corporate stakeholder and exercises its leadership by planning for the future of WorkSafeNB.

The Board of Directors provides sound governance to WorkSafeNB and approaches its tasks and responsibilities in a manner that emphasizes strategic leadership as opposed to administrative management, and focuses on long-term goals and ends as opposed to means.

Effective corporate governance is built on four pillars:

- Stewardship;
- Leadership;
- Responsibility; and
- Accountability.

The direction of WorkSafeNB is examined annually during the strategic planning and risk assessment process, where the Board of Directors affirms or adjusts the organization's Vision, Mission, Values, Goals, and Strategies. All activities carried out by WorkSafeNB, and all decisions made by the Board of Directors should aim to achieve the strategic goals.

The Chairperson carries out the same governance responsibilities as other board members as outlined in the job description for members of the Board of Directors. However, the Chairperson also provides leadership to the Board of Directors by:

- Reporting to the Lieutenant-Governor in Council on matters relating to the administration of the *Acts* and the financial status of WorkSafeNB.
- Advising the Minister on developments in the fields of compensation, health, and safety.
- Submitting an annual report to the Minister.
- Calling for and presiding over meetings in accordance with procedures established by the Board of Directors.
- Setting the agenda and distributing materials to members of the Board of Directors at least 10 days prior to board meetings for reading, researching, and consultation with constituents.
- Receiving new agenda items from members.
- Gaining the consensus of board members when making decisions.
- Acting as the tie-breaking vote in the event that a vote is required and the Board of Directors is evenly divided.
- Ensuring that all board members receive an orientation so that they can acquire the knowledge needed to carry out their role and responsibilities as a board member, and can form an understanding of WorkSafeNB's operations.
- Ensuring that the Governance Statement and job descriptions are reviewed annually and approved by the Board of Directors.
- Requesting individual board members to sit on committees.
- Acting as Chairperson of all committees or appointing a designate to act as Chair and ensure that all committees respect their terms of reference.
- Ensuring that appropriate support is provided to the committees as required in accomplishing their mandates.
- Ensuring appropriate reports of committees' activities are submitted to the Board of Directors.
- Ensuring that members of the Board of Directors have every opportunity to fulfill their obligations to the Board and act as mediator if issues arise that require resolution.
- Representing the Board of Directors and WorkSafeNB at the Association of Workers' Compensation Boards of Canada (AWCBC) and be signatory to the Inter-jurisdictional Agreement on Workers' Compensation.
- Attending and/or requesting that board members attend special events.
- Attending and/or requesting that board members attend professional development conferences and workshops.

- Functioning as the chief spokesperson for the Board of Directors with respect to board business.

## **QUALIFICATIONS AND SKILLS**

The Board of Directors strives to create a board that is knowledgeable with respect to health, safety, and compensation, and endeavours to recruit members who have diverse backgrounds and are able to contribute their experiences in providing effective and efficient stewardship of WorkSafeNB. To provide successful leadership to the Board of Directors, the Chairperson should possess some of the following attributes:

- Have prior experience on a policy governance board.
- Possess the ability to work in a team-oriented environment and the ability to gain consensus from groups with diverse interests.
- Possess knowledge of the Vision, Mission, Values, Goals, and Strategies of WorkSafeNB as well as a knowledge of, and/or experience with, the *WHSCC & WCAT Act*, *WC Act*, *FC Act*, and the *OHS Act*.
- Be familiar with the legislated mandate of WorkSafeNB.
- Possess experience in a field related to health, safety, and/or compensation, or in a field related to the management of a compensation system.
- Possess a leadership capacity in one of the following areas: occupational health and safety, workers' compensation claims, finance, investments, the insurance industry, business management, a health care profession, or another related field.
- Have the ability to access and consult with a network of stakeholders.
- Exhibit a high level of understanding of complex issues related to WorkSafeNB, its legislation, and/or of issues that impact WorkSafeNB's business.
- Be able to communicate complex information in a clear and concise manner.
- Be able to think independently, to understand, and communicate opinions and positions on complex issues.
- Be willing to commit up to 72 days per year to the requirements and activities of the Board of Directors.
- Be an ethical, goal-oriented, self-starter who is committed to sound and transparent governance.
- Possess interpersonal, planning and leadership skills.
- Reside in New Brunswick.

## **APPOINTMENT AND TERM:**

- Members of the Board of Directors, including the Chairperson, participate with Government in identifying and appointing replacement members to the Board of Directors.
- The Chairperson of the Board of Directors is appointed for a term not exceeding four years.
- The Chairperson is eligible for reappointment for one additional term with the approval of the Board of Directors.
- Where a vacancy occurs during the terms of office of a member of the Board, a new member will be appointed by the Lieutenant-Governor in Council to fill the vacancy and serve the remainder of the term of office of that member. An appointment mid-term does not make a person ineligible to serve two additional terms as a member of the Board of Directors.

**TIME REQUIREMENTS:**

Item	Approximate Hours per Month
Agendas, preparation, research, reading	10
Board meetings	8
Committee meetings	8
Consultation	10
Professional development (e.g., conferences, AWCBC)	3
Special events (e.g., Annual staff meetings)	3

**REMUNERATION:**

- The Chairperson receives a per diem as determined by the Lieutenant-Governor in Council.
- Expenses and allowances are determined as outlined in Policy No. 32-401 Expenses, Allowances and Per Diems for Part-time Members of the Board of Directors.

**POSITION HAZARD ANALYSIS:**

	Hazard	Resources
Physical	Driving & working alone	<ul style="list-style-type: none"> <li>• WorkSafeNB: <ul style="list-style-type: none"> <li>- Directive No. 33-000.35 Code of Practice – Working After Hours and Driving and Working Alone</li> <li>- Procedure No. 33-000.35.02 - Driving and Working Alone</li> </ul> </li> <li>• CCOHS OHS Answers: <ul style="list-style-type: none"> <li>- Parking Lots – Fall Protection</li> <li>- Working Alone - General</li> </ul> </li> </ul>
	Cell phone use	<ul style="list-style-type: none"> <li>• <i>Motor Vehicle Act</i> - Part IV.01 Use of Various Devices While Driving</li> <li>• CCOHS Driving Tips: Using Cellular Telephones and Other Devices</li> </ul>
	Seasonal conditions	<ul style="list-style-type: none"> <li>• CCOHS Driving Tips: Winter Driving</li> </ul>
Biological	Handling suspicious mail	<ul style="list-style-type: none"> <li>• WorkSafeNB Directive No. 31-500.02 Emergency Plan</li> </ul>
Mechanical/ Ergonomic	Eye strain from repetitive work (i.e., reading large volume of documents)	<ul style="list-style-type: none"> <li>• CCOHS OHS Answers: <ul style="list-style-type: none"> <li>- Eye Discomfort in the Office</li> <li>- Stretching - At the Workstation</li> </ul> </li> </ul>
Psychological	Management of demanding work environment	<ul style="list-style-type: none"> <li>• CCOHS OHS Answers: <ul style="list-style-type: none"> <li>- Work/Life Balance</li> <li>- Workplace Stress - General</li> </ul> </li> </ul>
* CCOHS – Canadian Centre for Occupational Health and Safety - <a href="http://www.ccohs.ca">www.ccohs.ca</a>		