

Legal Member and Alternate Chair

Position Description

Ontario Review Board

PURPOSE

Legal members carry out their duties as part of a panel. They may provide legal support to the Alternate Chair, who bears primary responsibility for conducting the hearing, and preparing Reasons for Disposition. All legal members should expect to train for and assume the duties of an alternate chair.

Alternate Chairs are members designated by the Chair to act on the Chair's behalf. Alternate chairs are responsible for conducting hearings held by the ORB and ensuring that hearings proceed in a fair and efficient manner. He/she may be called upon to provide procedural, legal or other rulings, and will facilitate deliberations to ensure that all members' views are heard. He/she may also liaise with staff at the ORB for the purposes of scheduling and other administrative matters related to hearings. These described key duties and qualifications are exercised in addition to the skills, knowledge and experience utilized by all Board members. The Board holds hearings at designated psychiatric hospitals and in courthouses throughout Ontario. The ability and willingness to travel is therefore essential.

KEY DUTIES

Leadership and Agency Governance

- In the Chair's absence and/or at the Chair's request, is responsible for carrying out duties delegated by the Chair.
- May provide advice to the Chair to develop and implement processes and practices that support the agency's operations to enhance effectiveness and efficiency.
- Assists and encourages new members and provides oversight and advice to ensure quality and clarity in decision-making.
- Maintains current knowledge in the tribunal's field of expertise and participates in professional development opportunities.
- Performs other responsibilities as agreed to with, or as delegated by the Chair.
- Acts with integrity and honesty. Actions are guided by the best interests of the tribunal and the public.

QUALIFICATIONS

Legal members should be a judge of the Federal Court or Superior Court of Justice, or the Ontario Court of Justice, or retired from that office, or a member of the Law Society of Upper Canada entitled to be appointed to judicial office. Additional qualities sought are:

- In-depth understanding of the independent, professional, institutional, policy and community context in which the tribunal operates
- Knowledge of the Board's rules of procedure.
- Effective communication and interpersonal skills to positively influence and communicate with members, staff and stakeholders.
- Commitment to respect diversity and the fair and transparent processes that meet the professional standards of the agency's Code of Conduct.
- Understanding of government practices and a commitment to observe and balance the tribunal's independence with governance practices
- Commitment to balancing the protection of the public interest with the liberty of the individual, within the mandate of the tribunal.
- Computer literacy.