

## **GPI: PORTFOLIO HOLDER**

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Signed: .....  
Policy and Procedures Portfolio Holder

**Policy Name:** GPI Portfolio Holder Guidelines

**Policy Number:** GPI 013

**Definitions:**

A portfolio is the post held by an eligible Council member. A portfolio holder is the Council member who holds that post.

**Who is eligible to hold a portfolio?**

- Only Council members eligible to vote are eligible to hold a portfolio.

**Types of Portfolio:**

- There are two types:
  - Divisional Portfolio and is a post held by a Council member for one of the GPI Divisions.
  - Non- Divisional Portfolio is a post held by a Council member other than the GPI Divisions.

**Term of office:**

- 12 months (generally between 1 January and 31 December of that year)

**Appointment of Portfolio Holders:**

- Council should meet first opportunity after elections are held to appoint new portfolio holders.
- When new portfolio holders are appointed the new portfolio holder should work with the old portfolio holder to ensure a smooth hand over.
- At the end of the term of office the old portfolio holder must attend the next Regular Council meeting to present his or her final report.
- If a portfolio holder becomes absent a temporary portfolio holder is appointed for this role.

**Responsibilities of a Divisional Portfolio:**

- Has overall responsibility of that Division on behalf of Council. (This does not mean he or she is to do the work of the DM but rather to ensure that the DM is managing the Division according to policies and procedures.)
- Is the principle spokes person and representative for that Division
- Acts as liaison between Council and that Division. (This means that good, effective, and accurate communication is always present between himself or herself and the DM)
- Is responsible for performance managing the Divisional Manager
- Meets regularly with the Divisional DM.
- Must keep up to play with all aspects of that Division.
- Must not bring unresolved problems to Council without trying to resolve the issue outside of Council first. (This does not mean he or she cannot report on unresolved problems, but he or she must use good judgement in doing so.)
- Must be prepared to continually find ways to improve or enhance the Division. (This includes being open to suggestions from other members of Council, DM's, other GPI representatives, and members of the Community, or to actively do research from time to time )
- Is responsible and accountable to GPI and the Community through Council for that Division.
- Shall not be the holder of the Divisional DM.
- To deal with, when appropriate on a Council level, correspondence between the Governor's office, PIO and other authorities such as SPC, EU, etc when it is a matter associated with the Division. (Sometimes this may mean working with other portfolio holders.)

**Responsibilities of a non-Divisional Portfolio holder:**

For the time being these posts are:  
Legal, Policies and Procedures, and Projects.

- Is expected to assume responsibility for all matters relating to portfolio. It is therefore in his or her best interest that he or she become familiar as best as possible with all aspects relating that that portfolio.
- Is the principle liaison person between Council and other authorities both public and private on matters relating to his or her portfolio?
- To deal with, when appropriate on a Council level, correspondence between the Governor's office, PIO and other authorities such as SPC, EU, etc when it is a matter relating to the role. (Sometimes this may mean working with other portfolio holders.)

**Common Responsibilities:**

- Reports monthly to Council
- Since all portfolio holders are Council members he or she must abide with all responsibilities and obligations as a Council member.

This Guideline is approved by:

Date: 10 February 2010

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