

SAMA Board Member – Roles and Responsibilities

Overview

Board Members of the Saskatchewan Assessment Management Agency (SAMA) are appointed by the Lieutenant Governor in Council and serve on a seven-member governing body responsible for the oversight and strategic direction of Saskatchewan's property assessment system. Members are nominated by SARM, SUMA, or the Minister of Government Relations and are expected to bring informed judgment, sector insight, and a commitment to public stewardship.

Core Responsibilities

Governance, Oversight & Fiduciary Duties

Board Members provide strategic leadership and ensure responsible governance by:

- Board Members owe a fiduciary duty to SAMA and must act in its best interests, placing the welfare of Saskatchewan's provincial assessment system above other interests.
- Establishing broad policies and planning objectives formulated with the CEO and senior management.
- Reviewing and approving long-term corporate plans, annual budgets, and operating priorities.
- Safeguarding SAMA's mission, values, and organizational performance.
- Acting honestly, in good faith, and with the care and diligence expected of a prudent public official.
- Complying with *The Assessment Management Agency Act* and all relevant legislation.

Board & Committee Participation

Members actively contribute to governance through:

- Regular attendance and meaningful participation in Board and committee meetings.
- Thoughtful engagement in discussions, deliberations, and decision-making.
- Supporting Board decisions once made and maintaining unity in public communication.

Stakeholder Representation & Advocacy

Members represent both their nominating organizations and the broader public interest by:

- Bringing forward sector perspectives while prioritizing SAMA's mandate.
- Positively representing SAMA to stakeholders and supporting public understanding of assessment processes.

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Ethics, Compliance & Confidentiality

Members uphold high ethical standards by:

- Following the Code of Conduct, conflict-of-interest rules, and confidentiality requirements.
- Maintaining strict confidentiality of in-camera and sensitive matters.
- Declaring land holdings and material contract interests as required by legislation.

Accountability & Reporting

- Rural and urban members prepare annual reports to SARM or SUMA on SAMA's activities.

Relationship with Staff

- Respect the distinction between governance and operations.
- Engage with staff only through the CEO or formal committee structures.

Qualifications & Skills

Mandatory Requirements

- Must meet nomination criteria set by SARM, SUMA, or the Minister.
- SARM/SUMA nominees must be a reeve, mayor, or councillor.

Knowledge & Skills

- Understanding of municipal governance or property assessment (or willingness to learn).
- Ability to interpret legislation, policy, and financial information.
- Strong communication, collaboration, and critical-thinking skills.
- Commitment to ethical conduct and public stewardship.

Term, Commitment & Remuneration

- Board Members serve terms of up to three years and may be reappointed if renominated.
- Approximately 10 regular Board meetings per year, plus planning sessions, special meetings, and committee work.
- Preparation time required for reviewing agendas, reports, and background materials.
- Honorariums and reimbursement for travel and expenses are provided.