



## Fact Sheet

### ***Role of the Management and Services Board of the Legislative Assembly***

The Management and Services Board (MSB) of the Legislative Assembly has overall responsibility for financial and administrative matters concerning the Legislative Assembly and the Office of the Legislative Assembly. It consists of:

- The Speaker of the Legislative Assembly;
- At least one Minister; and
- Three (3) Members other than the Deputy Speaker.

The Members of the Legislative Assembly determine the membership of the MSB by way of a formal motion in the House. The Speaker chairs meetings of the MSB. In the absence of the Speaker, the Deputy Speaker chairs meetings of the MSB. If both the Speaker and Deputy Speaker are absent, the MSB may choose an acting Chairperson. The Clerk of the Legislative Assembly serves as the Secretary to the Board.

The authorities, powers and responsibilities of the MSB are provided for in section 40 of the *Legislative Assembly and Executive Council Act*. They include:

- Approving the annual estimates of the Legislative Assembly;
- Determining the services to be provided to Members;
- Administering Members' indemnities, allowances, expenses and benefits;
- Approving policies and procedures for the operations of the Office of the Legislative Assembly.