

TITLE:	Position Description for the Board Vice Chair		
Manual/Policy#:	Board of Directors #V-A-6	Dept.	
Original Issue:	September 2014	Issued by:	Board Chair and Board Secretary
Previous Date Reviewed:	November 2018	Approved by:	Board of Directors
Last Date Reviewed:	November 2020	Cross Reference(s)	

1. POLICY STATEMENT

As part of its commitment to good governance for the Organization, the Board of Directors will establish, approve and periodically review a position description for Board Vice Chair which will provide a clear explanation of what is expected of the position and serve as a benchmark against which the performance of the Chair can be assessed.

2. SCOPE

This policy is intended to support By-Law No.1, Article 5 which requires the Board to annually elect a Vice Chair for the Corporation. In the event of a conflict between this policy and the by-law, the by-law provision will apply.

3. GUIDING PRINCIPLES

N/A

4. DEFINITIONS

N/A

5. PROCEDURE

Role Statement

The Board Vice Chair, works collaboratively with the Board Chair. He/she supports the Board Chair in fulfilling his/her responsibilities. Where warranted by workload or other circumstances, the Board may appoint more than one Vice Chair and may allocate the Vice Chair's responsibilities among them.

Responsibilities

Board Chair Substitute:

Assume the duties of the Board Chair in his/her absence as requested by the Chair, including representing the Board and the Corporation at official functions and to the public at large

Committee Membership:

- Serve as a member of the Executive Committee and at least one additional standing committee of the Board

- Serve as co-Chair of the Mississippi River Health Alliance Committee, along with the Vice Chair of the Almonte General Hospital Board

Board Conduct:

- Maintain a high standard for Board conduct
- Adhere to and enforce by-laws and policies regarding Director conduct

Other Matters:

- Such other matters as the Board may from time to time determine

Skills, Attributes and Experience

In addition to the personal attributes required of all Board directors, the Vice Chair will demonstrate the following skills, attributes and experience:

- Leadership experience
 - Strategic and facilitation skills
- Substantial governance experience in the hospital, not-for-profit or broader public sector, preferably with a leadership role
- Ability to effectively influence and build consensus within the Board
- Ability to establish a trusted advisor relationship with the CEO, Chief of Staff and other Board members
- Ability to make the necessary time commitment and required flexibility in work schedule to meet the requirements of this leadership role
- Ability to communicate effectively with the Board, the management team, the Ministry of Health and Long Term Care, the Local Health Integration Network and the community
- Record of achievement in one or several areas of skills and expertise required within the Board

Term

The Vice Chair is elected annually by the Board of Directors for a maximum of two one year terms unless otherwise approved by the Board. The Vice Chair is subject to removal by resolution of the Board at any time.

6. REFERENCES

Carleton Place & District Memorial Hospital By-Law No. 1

Almonte General Hospital Position Description for the Board Chair, Policy V-A-5, last updated November 2017

Muskoka Algonquin Healthcare Role Description – Board Treasurer, Policy GOV-5-230, last reviewed June 2012

Quinte Healthcare Corporation Position Description for the Treasurer, Policy V-A-10, last reviewed September 2010

Stevenson Memorial Hospital Position Description for the Board Treasurer, Policy V-A-10, last reviewed April 2015

7. APPENDICES

N/A

Evaluation

This policy will be reviewed every two years.