



<b>TITLE:</b>	<b>Position Description for Board Vice Chair</b>		
<b>Manual/Policy #:</b>	Board of Directors # V-A-6	<b>Division:</b>	AGH/ FVM/LCPS
<b>Original Issue:</b>	November 2017	<b>Issued by:</b>	Board Chair Board Secretary
<b>Previous Date Reviewed</b>	November 2017	<b>Approved by:</b>	Board of Directors
<b>Last Date Reviewed:</b>	November 2019	<b>Cross References</b>	N/A

**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 supplement By-Law No.1 (article 9 and Article 10) related to the Board Chair. In the event of 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, working 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 amongst 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 Organization at official functions and to the public at large.

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**Board Conduct:**

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

**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 Carleton Place & District Memorial Hospital Board

**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 skills
- Strategic and facilitation skills
- 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 Board Vice Chair is appointed annually. No Director may hold the position of Vice Chair for more than three consecutive annual terms. The Vice Chair is subject to removal by resolution of the Board at any time.

**6. REFERENCES:**

Almonte General Hospital By-Law No. 1  
Quinte Healthcare Corporation Position Description for the Board Vice-chair, Policy V-A-9, last reviewed January 2017  
Bluewater Health Board Vice Chair Position Description, Policy GOV 5.50, last revised October 2015.

**7. APPENDICES:**

N/A

**Evaluation**

This policy will be reviewed every two years.