



<b>TITLE:</b>	<b>Position Description for Allied Boards Chair</b>		
<b>Manual/Policy#:</b>	MRHA Boards of Directors # V-A-5	<b>Entity:</b>	AGH/ CPDMH
<b>Original Issue:</b>	AGH: November 2017 CPDMH: July 2014	<b>Issued by:</b>	Allied Boards Chair and Allied Boards Secretary
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**1. POLICY STATEMENT:**

As part of its commitment to good governance for the Almonte General Hospital Corporation and the Carleton Place & District Memorial Hospital Corporation (“the Corporations”), the Allied Boards will establish, approve and periodically review a position description for the Allied Boards Chair (“the 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 MRHA Common Administrative By-Laws No.1 (article 9 and Article 10) related to the 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 Chair, working collaboratively with the Integrated President & CEO (CEO) and the Chiefs of Staff, provides leadership to the Allied Boards, ensures the integrity and effectiveness of the governance role of the Allied Boards and processes and represents the Allied Boards within the Corporations and to outside parties.

The Chair co-ordinates the activities of the Allied Boards in fulfilling its governance responsibilities and facilitates co-operative relationships among Allied Boards and non-Director committee members, between the Allied Boards and CEO and the Allied Boards and Chiefs of Professional Staff and with internal and external stakeholders.

The Chair ensures that all matters relating to the mandate of the Allied Boards are brought to the attention of, and discussed by, the Allied Boards.

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## **Responsibilities**

### ***Chair:***

- Preside at meetings of the Allied Boards and of the Allied Boards Executive Committee.

### ***Agendas:***

- Establish agendas in collaboration with the CEO that are aligned with the roles and responsibilities of the Allied Boards and with the Corporations mission, vision, values and strategic priorities.
- Preside over meetings of the Allied Boards.
- Ensure that meetings are effective and efficient for the performance of governance work.
- Utilize a practice of referencing Allied Boards policies in guiding discussions in order to support the decision-making processes of the Allied Boards.
- Ensure that approved Allied Boards minutes are signed
- Ensure that a schedule of Allied Boards meetings is prepared annually.

### ***Direction:***

- Serve as the Allied Boards central point of official communication with the CEO and the Chiefs of Staff with respect to both Allied Boards policy direction and decisions and matters of interest/ concern to individual Directors.
- Provide guidance and counsel the CEO and the Chiefs of Staff regarding the Allied Boards expectations and concerns.
- In collaboration with the CEO, develop the standards and format for reporting by Allied Boards Committees and the management team which will ensure that the Allied Boards has appropriate information to make informed decisions.

### ***Performance Appraisal:***

- As Chair of the Allied Boards Executive Committee, lead the Allied Boards in monitoring and evaluating the performance of the CEO and the Corporations Chiefs of Staff through an annual process as outlined in the Allied Boards policies re Chief Executive Officer and Chiefs of Staff Performance Evaluation

### ***Committee Membership:***

- Serve as an ex-officio member of all Allied Boards Standing Committees.

### ***Representation:***

- Ensure that the Allied Boards is appropriately represented at organizational functions, Foundation functions, other official functions and to the public at-large.

### ***Communication:***

- Consult with CEO on issue messaging and communication strategies.
- Act as the Allied Boards' spokesperson internally, externally and with the media.

### ***Reporting:***

- Report regularly and promptly to the Allied Boards regarding issues that are relevant to its governance responsibilities.

### ***Board Conduct:***

- Set a high standard for Allied Boards conduct
- Adhere to and enforce policies and by-laws regarding conduct by Directors of the Allied Boards.

### ***Mentorship:***

- Serve as a mentor to other Directors of the Allied Boards.

- Ensure that all Directors of the Allied Boards contribute fully.
- Address issues associated with underperformance of individual Directors.

***Succession Planning:***

- Ensure succession planning occurs for the Corporations CEO, the Chiefs of Staff, and the Allied Boards.

***Meeting Minutes:***

- Ensure that approved meeting minutes are signed by the Chair of the meeting

***Other Matters:***

- Such other matters as the Allied Boards may from time to time determine.

**Skills, Attributes and Experience**

In addition to the personal attributes required of all Directors of the Allied Boards, the Chair will demonstrate the following skills, attributes and experience:

- Leadership skills
- 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 Allied Boards
- Ability to establish a trusted advisor relationship with the CEO, Chiefs of Staff and other Directors of the Allied Boards
- 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 Allied Boards, the management team, the Ministry of Health and Long Term care, Ontario Health East and the community
- Record of achievement in one or several areas of skills and expertise required within the Allied Boards

**Term**

The Chair is appointed annually. No Director may hold the position of Chair for more than three consecutive annual terms. The Chair is subject to removal by resolution of the Allied Boards at any time.

**6. REFERENCES:**

Almonte General Hospital Corporation & Carleton Place & District Memorial Hospital Corporation Common Administrative By-laws No.1

Quinte Healthcare Corporation Position Description for the Board Chair, Policy V-A-8, last reviewed January 2017

Bluewater Health Board Chair Position Description, Policy GOV 5.45, last revised October 2015.

**7. APPENDICES:**

N/A

**Evaluation:**

This policy will be reviewed every two years.