

Manual	GOVERNANCE POLICY		POLICY
Section 5.0	Board Effectiveness – Governance Policy Framework		
Title	BOARD CHAIR POSITION DESCRIPTION		
Issuing Body/ Prepared By	Governance and Nominating Committee		
Approved by	Board of Directors		Number: GOV 5.45
Effective Date Revised Date	O: January 2005 R: March 2007 October 2007 January 2009	Version 4	File Name: "Lhgdata"(J:)/Dept'l/Admin/ CorpDev/Corp&Board Planning/ Governance Policy/5.45 Board Chair Position Description
Controlled document. Any documents appearing in paper form must be used for reference purposes only. The on-line copy on the file server above must be considered the current documentation.			

Role Statement

The Board Chair, working collaboratively with the President/CEO and the Chief of Professional Staff, provides leadership to the Board, ensures the integrity of the Board's process and represents the Board to outside parties.

The Board Chair co-ordinates the activities of the Board in fulfilling its governance responsibilities and facilitates co-operative relationships among Board members and between the Board and President/CEO and the Board and Chief of Professional Staff.

The Board Chair ensures that all matters relating to the Board's mandate are brought to the attention of, and discussed by, the Board.

Responsibilities

Board Meetings:

- Establish agendas for board meetings in collaboration with the President/CEO that are aligned with the annual Board goals, work plan and current issues.
- Preside over meetings of the Board and Executive Committee.
- Facilitate and advance the business of the Board, ensuring that meetings are effective and efficient for the performance of governance work.
- Utilize a practice of referencing Board policies in guiding discussions in order to support the decision-making processes of the Board.
- Ensure that a schedule of Board meetings is prepared annually and is reflective of current board issues and/or interests.

BOARD CHAIR POSITION DESCRIPTION	Number: GOV 5.45
	Page 2 of 3

Direction:

- Serve as the Board's central point of official communication with the President/CEO and Chief of Professional Staff.
- Guide and counsel the President/CEO and Chief of Professional Staff regarding the Board's expectations and concerns.
- Serve as a resource to the President/CEO at his/her request
- In collaboration with the President/CEO, develop standards for Board decision-support packages. This includes formats for reporting to the Board with level of detail provided to ensure that Bluewater Health management strategies and planning and performance information are appropriately presented to the Board.

Performance Evaluation:

- Lead the Board in monitoring and evaluating the performance of the President/CEO and Chief of Professional Staff through an annual process as outlined in Board policies (GOV 2.30 - Monitoring Executive Performance).

Work Plan:

- With the assistance of the Governance and Nominating Committee, ensure that a work plan is developed and implemented for the Board that includes annual goals for the Board and embraces continuous improvement.

Representation:

- Ensure that the Board is appropriately represented at Bluewater Health functions, other official functions and to the public at large.
- Serve as the Board's exclusive official spokesperson and contact with the media, unless otherwise delegated.

Reporting:

- Report regularly and promptly to the Board regarding issues that are relevant to its governance responsibilities.
- Report to the annual meeting of the members concerning the operations of Bluewater Health.

Board Conduct:

- Set a high standard for Board conduct and enforce policies and by-laws regarding Board member conduct.

BOARD CHAIR POSITION DESCRIPTION	Number: GOV 5.45
	Page 3 of 3

Mentorship:

- Serve as a mentor to other Board members.
- Ensure that all members of the Board contribute fully.
- Address issues associated with underperformance of individual Directors.

Succession Planning:

- Ensure succession planning occurs for the President/CEO, Chief of Professional Staff and the Board.

Committee Membership:

- Serve as an ex-officio member of all Board standing committees, sub-committees and special committees (but not generally be expected to participate in their work and deliberations).

Skills, Attributes and Experience

The Board Chair will possess the following personal qualities, skills and experience:

- All of the personal attributes required of a Director;
- Substantial governance experience in the hospital, not-for profit or broader public sector, preferably as a Board Chair;
- Demonstrated leadership skills;
- Strategic and facilitation skills;
- Ability to effectively influence and build consensus within the Board;
- Ability to establish trusted advisor relationship with the President/CEO, Chief of Professional 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, Senior Management, the Ministry of Health and Long-Term Care, the Erie- St. Clair Local Health Integration Network and the community;
- Demonstrated commitment to continuous learning and self-development in areas of skills and expertise required by the Board and that will enhance Board effectiveness;
- Demonstrated commitment to the Principles of Governance and Board Accountability.

Term

The Board Chair shall be elected by the Board to serve a two-year term. Following completion of the two-year term, the individual may be re-elected for a further one-year term.

Monitoring:

- Method:
1. Participation in annual assessment of the Board as a whole
 2. Participation in annual performance evaluation based on responsibilities outlined and provisions included in the By-laws.

Frequency: Annually