

Manual	GOVERNANCE POLICY		POLICY
Section 5.0	Board Effectiveness - Governance Policy Framework		
Title	BOARD VICE-CHAIR POSITION DESCRIPTION		
Issuing Body/ Prepared By	Governance and Nominating Committee		
Approved by	Board of Directors		
Effective Date	O: January 2009	Version 1	Number: GOV 5.50
Revised Date			File Name: "Lhgdata"(J:)/Dept'l/Admin/ CorpDev/Corp&Board Planning/ Governance Policy/5.50 Board Vice- 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 Vice Chair works collaboratively with the Board Chair. He or she supports the Board Chair in fulfilling his or her responsibilities.

Responsibilities

Board Chair Substitute:

Assume the duties of the Board Chair in his or her absence, as requested by the Chair, including representing the Board and the Hospital at official functions and to the public at-large.

Board Conduct:

Maintain a high standard for Board conduct and uphold policies and by-laws.

Mentorship:

Serve as a mentor to other Board members.

Committee Membership:

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

Skills, Attributes and Experience

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

- All of the personal attributes required of a Director and Committee Chair;
- Leadership skills;
- Strategic and facilitation skills;
- Ability to effectively influence and build consensus within the Board;

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- Ability to establish trusted advisor relationship with the President/CEO, Chief of Professional Staff and other Directors;
- 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 Vice-Chair shall be elected annually by the Board. An individual may serve a maximum of three (3) consecutive annual terms as Vice-Chair provided that the Board may approve extensions in exceptional circumstances.

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