

LEEDS, GRENVILLE AND LANARK DISTRICT HEALTH UNIT	
BOARD OF HEALTH MANUAL	
Title/Subject: Officers of the Board	
Policy Number: V-235-0	Original Date: November 24, 2011
Approved by: Board of Health	Revision Date: January 24, 2019
Signature: Original Signed	Reviewed Date: January 24, 2019
Reference:	

Policy:

1. As per By-law #1 the Board shall elect a Chair and Vice-Chair at the first meeting of the year.
2. The Governance and Quality Assurance Committee will present a slate of officers to the Board for their consideration.
3. Duties of Officers:
 - 3.1. Role of the Board Chair: The Board Chair, in a leadership role, and on behalf of the Board shall be responsible for:
 - 3.1.1. ensuring that the Board meets its obligations and fulfills its governance role while respecting and understanding the role of management;
 - 3.1.2. ensuring that Board committees are aligned with both the Board's role and its annual work plan, that the Board respects and understands the role of the committees, and that committee work is not undermined at the Board level;
 - 3.1.3. ensuring, with the approval of the Board, for the timely recruitment and selection of a Medical Officer of Health/CEO with the necessary credentials, skills, experience, background, and personal qualities required for the position, and in conjunction with the Board, monitoring performance in that position;
 - 3.1.4. developing a Board succession plan to ensure processes are in place for timely recruitment, selection, and training of new Board members with the appropriate skills, experience, background, and personal qualities required for effective Board governance;
 - 3.1.5. overseeing the Board's evaluation processes and providing constructive feedback to Board members, and Committee Chairs;
 - 3.1.6. reviewing and evaluating the Board's governance structures and processes from time to time, and in conjunction and with the approval of the Board, revising where necessary.
 - 3.2. Presiding Officer: As the presiding officer at Board meetings, the Chair is responsible for:
 - 1.2.1. setting agendas for Board meetings and ensuring that matters dealt with at Board meetings adequately reflect the Board's role;
 - 1.2.2. ensuring that Board meetings are conducted in an orderly manner, according to applicable legislation, Health Unit By-laws, and the Health Unit's governance policies and Code of Conduct;
 - 1.2.3. facilitating and moving forward the business of the Board, ensuring that relevant information is made available to Board members in a timely manner, and that external advisors are available to assist the Board as required;
 - 1.2.4. encouraging all Board members to actively participate in discussions on agenda topics, providing for fair and appropriate debate on issues relevant to the agenda, and controlling dominating and inappropriate behaviour;
 - 1.2.5. ruling on procedural matters during Board meetings (Robert's Rules);

1.2.6. facilitating the Board in reaching consensus.

1.3. Representation: As the official spokesperson for the Board, the Chair is responsible to:

1.3.1. represent the Health Unit to its various stakeholders in the communities it serves;

1.3.2. report on behalf of the Board to members at each annual meeting;

1.3.3. represent the Board within the Health Unit, and through participation at Health Unit events, as required; and

1.3.4. represent the Board in dealings with government and regulatory authorities.