

ISSUED BY:	Board of Directors	NUMBER:	V-A-9
AUTHORIZED BY:	Board of Directors	REVISION DATE:	March 29, 2022
ISSUE DATE:	July 8, 2003	REVIEW DATE:	
CATEGORY:	Part V-A – Ensure Board Effectiveness	PAGE:	1 of 2
SUBJECT:	POSITION DESCRIPTION FOR THE VICE CHAIR AND CHAIR ELECT		

A. Role

The Vice Chair and Chair Elect will work collaboratively with the Chair of the Board of Directors (Board). They will support the Board Chair in fulfilling his/her responsibilities.

The Chair Elect may be put in place in the final year of the Chair's mandate.

B. Responsibilities

Board Chair Substitute

The Vice Chair assumes the duties of the Board Chair in his/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 regarding Board member conduct.

Mentorship

Serve as a mentor to other Board members.

Committee Membership

C. Qualifications

Minimum of two (2) years of service at Health Sciences North as a committee member or a Director.

D. Skills and Attributes

Ability to effectively lead and build consensus within the Board in dealing with difficult issues;

Willingness and ability to commit time to the leadership of the Board;

Ability to communicate effectively with the Board, Senior Management, the Ministry of Health, Ontario Health and the community;

Ability to listen and seek others' input;

Be respected for personal and professional integrity, wisdom, intelligence and judgment.

E. Term

The Vice Chair shall serve an initial term of one (1) year. Upon expiry of the term, the Vice Chair may be elected in that capacity for a second one-year term. A Vice Chair who is elected for a second term could normally be expected to advance to the office of Chair Elect, subject to Board confirmation.

Chair Elect is a term of one (1) year. At the end of the one-year term, the Chair Elect could normally be expected to advance to the office of Chair. The office of Chair Elect may be extended by one additional year before advancement to the office of Chair, subject to Board confirmation.

F. Nomination and Election

The same processes will be used as for other Nominations.