

Policies and Procedures

Section: Governance	Policy Number: 2011-10
Subject: Position Description – Board of Officers	Effective Date: June 8, 2011
Approved by: Board of Directors	Revised Date: April 8, 2019


Chairperson


Date

Position Description – Board Officers

Purpose

The corporation is committed to ensuring that it achieves standards of excellence in the quality of its governance and has adopted this policy describing the duties and expectations of the board's Officers.

Officers

The Officers shall be the Chair, Vice Chair, Secretary and Treasurer. Officers must be directors. These Officers shall constitute the Executive Committee.

Term of Office

Immediately following the Annual General Meeting, the board shall convene its first meeting for the purpose of appointing from among its members, officers to fill any vacancies. All officers will be appointed for a term of two (2) years in that office. Any vacancy in an office shall be filled by a majority vote of the board, from among its members.

Position Descriptions

Chair

- Provides leadership to the board
- Is the spokesperson for the Board of Directors
- Gives notice of meetings as per Article 3.09 of By-Laws
- Presides at all meetings of the board and the executive committee
- Ensures compliance with the by-laws
- Prepares meeting agendas
- Speaks to directors regarding any irregular attendance
- Participates in the orientation of new directors
- Is one of the Clinic's signing officers
- Prepares a report for the Annual General Meeting

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- Is charged with providing annual Leadership team performance evaluations by recruiting relevant input from all board members and providing goals and objectives to ensure compliance with performance standards

Vice Chair

- During the absence or disability of the Chair, the Vice Chair shall perform all duties of the Chair
- Serves on the executive committee
- Chair of the nominating committee
- Performs such duties as assigned

Secretary

- Serves on the executive committee
- Ensures a full and accurate record of all Board and executive committee meetings is taken
- Ensures all meeting minutes are signed on an annual basis
- Maintains the Director's and Officer's Registers
- Keeps a record of attendance of directors at board and committee meetings
- Ensures safekeeping of the minute books

Treasurer

- Serves on the executive committee
- Oversees the funds of the Corporation, in accordance with fiscal policies
- Makes reports of receipts and disbursements to the board as determined
- Is one of the Clinic's signing officers