

## **Appendix BG02.1**

### **BCHPCA Role Description**

#### **Board Director**

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The Board represents and is accountable to the membership of the BC Hospice Palliative Care Association (BCHPCA) in determining and ensuring appropriate organizational performance. The Board will govern with an emphasis on future oriented, outward vision, proactivity and meeting the needs of the membership and strategic leadership. It will ensure there is a clear distinction of Board and staff roles and make collective rather than individual decisions.

The Director acts a voting member of the Board which holds full authority and responsibility to develop policies, strategic direction and budget for the governance of BCHPCA. Collectively, they provide direction to and monitor the work of the Executive Director. All Directors fulfill the requirements and responsibilities of the Board as directed through the Association's Bylaws, policy, role descriptions and agreed upon Board behaviour and practices.

#### **Requirements**

- An honorary life member or active member in good standing of BCHPCA
- Familiarity with BCHPCA and commitment to the vision, mission, goals and structures of the Association
- Knowledge of Hospice Palliative Care and commitment to keep current with issues, trends and standards at the local, provincial and national levels
- Knowledge and skills in one or more areas of Board governance: e.g., policy, finance, program development, advocacy
- A strong and effective communicator
- Able to work as part of a team that values shared and collaborative decision making, a respect for diverse opinions and experiences, and transparency
- Ability to access and use the technology necessary to carry out the business of the Association

#### **Additional assets:**

Previous experience on a not-for-profit Board of Directors

Knowledge and skills in one or more areas of organizational sustainability: e.g., communication, fund development, personnel, community development, government or public relations

#### **Responsibilities**

- Adhere to the values and policies of the Association in all discussions and decision making as the Board strives to fulfill its mission and goals
- Develop, monitor and revise policies of the Board, the strategic plan and budget of the Association
- Recruit, monitor and evaluate Executive Director performance
- Serve on at least one Board Committee or Task Group
- Commit the necessary hours to fulfill the duties of this position
- Attend all regular Board meetings, the Annual General Meeting and other required activities of the Board
- Come to meetings well-prepared and well-informed about items on the agenda

- Evaluate own and Board's performance to ensure governance excellence
- Represent BCHPCA to members, individuals, the public and other organizations according to the Association's Bylaws, policies and key messages
- Communicate Board issues and concerns to the President
- Sign BCHPCA Oath of Office upon joining the Board and annually as per the Perpetual Calendar.

#### **Term**

Elections for Directors will normally be held at the annual general meeting and the term of office of Directors will normally be two (2) years. However the Board may by Board Resolution determine that some or all vacant Directors' positions will have a term of less than two (2) years, the length of such term to be determined by the Directors in their discretion. For purposes of calculating the duration of a Director's term of office, the term will be deemed to commence at the close of the annual general meeting at which such Director was elected. If, however, the Director was elected at an extraordinary general meeting his or her term of office will be deemed to have commenced at the close of the annual general meeting next following such extraordinary general meeting. (Bylaws Section 6.14)

#### **Consecutive Terms and Term Limits**

Directors may be elected for up to eight (8) consecutive years, by any combination of terms. A person who has served eight (8) consecutive years as a Director may not be re-elected for at least one (1) year following the expiry of his or her latest term. (Bylaws Section 6.15)

#### **References**

See position-specific role descriptions for further information

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