

Appendix BG02.2

BCHPCA Board Role Description

President

The Board of Directors is the legal authority of the BC Hospice Palliative Care Association (BCHPCA). As a member of the Board, the President reports to the Board as a whole and is also responsible and accountable to the membership. The President acts in a position of trust for the community and is responsible for the effective governance of the Association. The President has particular duties as outlined in the Bylaws (Section 10.5).

Requirements

- An honorary life member or active member in good standing of BCHPCA
- Demonstrated experience and leadership in governance, hospice palliative care development and advocacy
- Knowledge of hospice palliative care at provincial, national and international levels including trends, issues and services
- Demonstrated experience in the development and maintenance of strategic partnerships
- Experience on not-for-profit Boards
- Skills in communication, facilitation and collaborative decision making

Responsibilities

- Fulfill the responsibilities within the Board Member Role Description
- Ensure the Board acts within its own rules and those legitimately imposed upon it from outside the organization
- Ensure the Board and staff act within the values of the Association

Within the Board

- In collaboration with the Executive Director, set the agenda for Board, Annual General and Executive Committee meetings
- Preside at all meetings of the Directors, including the Executive Committee, with all the commonly accepted power of that position (e.g. ruling, recognizing)
- Ensure a focus on matters of governance rather than operations
- Ensure deliberations will be timely, fair, orderly and thorough, but also efficient and concise
- Ensure the Board has the information and tools to be effective in its work
- Provide leadership and direction to the Board, supervising other officers in the execution of their duties
- Act as a signing authority on behalf of the Board for financial and legal purposes
- Ensure that the Vice-Presidents are well prepared to step into delegated responsibilities and the role of President
- Is ex-officio to all Board Committees and Task Groups

Within the Association

- Preside at all meetings of the Society
- At the direction of and on behalf of the Board, provide support, supervision and direction to the Executive Director

External to the Association

- Represent the Board to outside parties in communicating Board-approved positions and in stating President's decisions and interpretations within the area of responsibilities to the President consistent with Role Descriptions and policies
- Along with the Executive Director, act as a primary spokesperson for BCHPCA to the membership, public, government, partners and others
- May delegate their authority, but remains accountable for its use
- Authorized to use any reasonable interpretation of the provisions in policies

Term

At each meeting of the Board immediately following an annual general meeting, the Board will elect the officers. Officers will hold office until the first meeting of the Board held after the next following annual general meeting. (Bylaws Section 10.2)

A person may be removed as an officer by Board Resolution (Section 10.3)

Should the President or any other officer for any reason be unable to complete his or her term, the Board will remove such officer from his or her office and will elect a replacement without delay. (Section 10.4)

Reference

BCHPCA Role Description – Board Director

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