



## **HOSPICE CARE AVON MAITLAND (HCAM) BOARD ROLE DESCRIPTION**

- Position:** Board Director (Volunteer)
- Time Commitment:** Five (5) to ten (10) hours per month (meetings, preparation, and events)
- Terms of Office:** Three (3) years, appointed or elected at the Annual General Meeting; maximum consecutive term of eight (8) years

### **Accountability**

The Board of Directors for Hospice Care Avon Maitland (HCAM) is collectively accountable to the members, community funders and other stakeholders. They are accountable for HCAM's performance in relation to its mission, vision, and strategic objectives, and for the stewardship of financial and human resources of HCAM.

### **Authority**

Individual Board Directors have no authority to approve actions by HCAM, to direct staff, or to speak on behalf of HCAM unless given authority by the Board.

### **Primary Duties**

Each Director, including the Board's officers, is expected to do the following:

- Prepare for and participate actively in board meetings; directors are expected to attend a minimum of 75% of meetings
- Abide by the by-laws, code of conduct, conflict of interest, confidentiality and other policies that apply to the board
- Become knowledgeable about the operations of HCAM and the health care needs of the community served
- Participate in the review of HCAM's mission, vision, values and in the development and the monitoring of a strategic plan and annual strategic objectives
- Help the Board to monitor the reputation of HCAM/Rotary Hospice Stratford Perth in the community
- Participate in the approval of the annual budget and monitor the financial performance of HCAM
- Participate and support the Board's succession planning process
- Identify prospective Board Directors and assist with recruitment process as needed

- Participate in the evaluation of the Board itself (Annual Board Self Evaluation)
- Attend and participate in the Annual General Meeting
- Develop and maintain sound relations and work co-operatively and respectfully with the Board Chair, other members of the Board, and the senior management
- Represent HCAM in the community in a manner that supports the mission, vision, and values of the organization and, when asked to do so by the Board Chair, formally represent HCAM at specific events
- Participate in the fundraising activities of our major funders, in particular Stratford Perth Hospice Foundation (SPHF)
- Serve on at least one Board committee
- Participate in the occasional planning and developmental retreats in addition to their regular time commitment, and to support other special events and celebrations as possible.

### **Qualifications**

The following are considered key board member qualifications:

- Satisfy the requirements of the Rotary Hospice Stratford Perth (RHSP) volunteer screening process
- Commitment to HCAM's mission, vision, and strategic plan
- A commitment of time and an ability to be a proactive Board member
- Previous board experience or a demonstrated understanding of the role of a Board in the non-profit and charitable sector
- Knowledge of the community
- Can contribute skills or expertise that will benefit the organization as determined by the Board: Finance/Accounting/Audit, Human Resources, Legal, Government Relations, Risk Management, Strategic Planning, Technology/IT, Healthcare Policy and Administration, and Volunteer Management

### **Evaluation**

The performance of individual Board Directors is evaluated annually in the context of the evaluation of the Board as a whole and is based on the carrying out of duties and responsibilities as outlined above.

Rotary Hospice Stratford Perth is actively engaging to ensure a respectful, equitable, and inclusive environment that reflects and honours the diversity of the community we serve. We welcome applicants of every identity and expression. We are committed to accessibility for people with disabilities through the interview process and beyond. We encourage all applicants who require accommodation to advise us in advance.