



TITLE:	Position Description for Allied Boards Vice Chair		
Manual/Policy#:	MRHA Boards of Directors # V-A-6	Entity:	AGH / CPDMH
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Previous Date Reviewed:	March 2023	Approved by:	Allied Boards of Directors
Date Reviewed	March 2025	Cross Reference(s):	

1. POLICY STATEMENT:

As part of its commitment to good governance for the Almonte General Hospital Corporation (including Fairview Manor and Lanark County Paramedic Service) and the Carleton Place & District Memorial Hospital Corporation ("the Corporations"), the Allied Boards will establish, approve and periodically review a position description for Allied Boards Vice Chair which will provide a clear explanation of what is expected of the position and serve as a benchmark against which the performance of the Allied Boards Vice Chair ("the Vice Chair") can be assessed.

2. SCOPE:

This policy is intended to supplement MRHA Common Administrative By-Laws No.1 (article 9 and Article 10) related to the Vice Chair. In the event of conflict between this policy and the by-law, the by-law provision will apply.

3. GUIDING PRINCIPLES: N/A

4. DEFINITIONS: N/A

5. PROCEDURE:

Role Statement

The Vice Chair, works collaboratively with the Allied Boards Chair to support the Allied Boards Chair in fulfilling their responsibilities. Where warranted by workload or other circumstances, the Allied Boards may appoint more than one Vice Chair and may allocate the Vice Chair's responsibilities amongst them.

Responsibilities

Board Chair Substitute:

- Assume the duties of the Allied Boards Chair in their absence as requested by the Allied Boards Chair, including representing the Allied Boards and the Corporations at official functions and to the public at large.

Board Conduct:

- Maintain a high standard for Allied Boards conduct
- Adhere to and enforce by-laws and policies regarding Director conduct

Committee Membership:

- Serve as a member of the Allied Boards Executive Committee and at least one additional standing Committee of the Allied Boards

Skills, Attributes and Experience

In addition to the personal attributes required of all Directors of the Allied Boards, the Vice Chair will demonstrate the following skills, attributes and experience:

- Leadership skills
- Strategic and facilitation skills
- Governance experience in the hospital, not-for-profit or broader public sector, preferably with a leadership role
- Ability to effectively influence and build consensus within the Allied Boards
- Ability to establish a trusted advisor relationship with the CEO, Corporations Chiefs of Staff and other Directors of the Allied Boards
- Ability to make the necessary time commitment and required flexibility in work schedule to meet the requirements of this leadership role
- Ability to communicate effectively with the Allied Boards, the management team, the Ministry of Health and Long-Term care, Ontario Health and the community
- Record of achievement in one or several areas of skills and expertise required within the Allied Boards

Term

The Vice Chair is appointed annually. No Director may serve as Vice-Chair for more than two (2) consecutive annual terms in one office, unless the Allied Boards by a majority vote extend their term for no more than one (1) additional year. Following a break of at least one year, the same person may be re-elected as an officer. The Vice Chair is subject to removal by resolution of the Allied Boards at any time.

6. REFERENCES:

Almonte General Hospital and Carleton Place & District Memorial Hospital Common Administrative By-Laws No. 1

Quinte Healthcare Corporation Position Description for the Board Vice-chair, Policy V-A-9, last reviewed January 2017

Bluewater Health Board Vice Chair Position Description, Policy GOV 5.50, last revised October 2015.

7. APPENDICES:

N/A

Evaluation

This policy will be reviewed every two years.