

AFHTO
Sample Board Member Job Description

Mission and Vision

The ___FHT/NPLC ' mission is to

Our vision statement is ...

Position

The Board supports the work of the FHT/NPLC and provides oversight, leadership and stewardship of the organization. While day-to-day operations are led by the Executive Director, the ED-Board relationship is a partnership, and appropriate involvement of the Board is both critical and expected.

Responsibilities and obligations

- Loyalty to the corporation
- Exercise the powers and discharge the duties of the office honestly, in good faith and in the best interest of the corporation
- Exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances
- Regular attendance at and participation in Board and Committee meetings
- Actively participate with other Board members to accomplish the responsibilities of the Board (see Board Responsibilities)
- Build a collegial working relationship with other Board members and the Executive Director
- Participate in board orientation, committee orientation, board retreats and board education sessions.
- Knowledge of and compliance with relevant organizational policies and procedures including but not limited to Board Code of Conduct, Board Conflict of Interest Policy, Board Confidentiality Policy
- Positively represent the FHT/NPLC in the community when asked to do so by the Board Chair
- Positively represent the FHT/NPLC to all patients, partners, stakeholders, staff and community members that the board member comes into contact with
- Participate in board evaluations and annual performance reviews
- Contribute to effective governance through
 - Reading materials in advance of meetings and coming to meetings prepared to contribute to discussions
 - Offering constructive contributions to board and committee discussions
 - Contributing special expertise and skills
 - Demonstrating respect for other board members and staff
 - Respecting the decision of the majority of board members
 - Respecting the role of the board chair

Accountability

A director's responsibility is to the corporation. The director is not solely accountable to any special group or interest and shall act and make decisions that are in the best interest of the FHT/NPLC.

Board Term

(Note: this is specified in the corporate ByLaw)

Qualifications

- A commitment to and understanding of the FHT/NPLC's vision, mission and goals
- Personal qualities of integrity, respect for the organization and other Board members and staff, professionalism
- Extensive professional experience with executive leadership accomplishments in medicine, business or community development
- Diplomacy and an ability to cultivate relationships, facilitate partnerships, build consensus

Service on the Board is without remuneration, except for the reimbursement of travel or accommodation costs incurred in relation to Board Members' duties.