

# **Board Roles and Responsibilities**

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## **PURPOSE**

To ensure that the board has a shared understanding of its governance role, the board has adopted this Statement of the Roles and Responsibilities of the Board.

## **RESPONSIBILITY OF THE BOARD**

The board is responsible for the overall governance of the affairs of the corporation.

Each director is responsible to act honestly, in good faith and in the best interests of the corporation and, in so doing, to support the corporation in fulfilling its mission and discharging its accountabilities.

## **STRATEGIC PLANNING AND MISSION, VISION, AND VALUES**

- The board participates in the formulation and adoption of the Haldimand Family Health Team's (HFHT) mission, vision, and values.
- The board ensures the HFHT development and adoption of a strategic plan that is consistent with its mission and values, and which will enable the HFHT to realize its vision. The board participates in the development of and ultimately approves the strategic plan.
- The board oversees operations for consistency with the strategic plan and strategic directions.
- The board receives regular briefings or progress reports on the implementation of strategic directions and initiatives.
- The board ensures that its decisions are consistent with the strategic plan and the mission, vision, and values.
- The board annually conducts a review of the strategic plan as part of a regular annual planning cycle.

## **PERFORMANCE MEASUREMENT AND MONITORING**

The board is responsible for establishing a process and a schedule for monitoring and assessing performance in areas of board responsibility, including:

- Fulfillment of the strategic directions in a manner consistent with the mission, vision, and values
- Oversight of management performance
- Quality of patient care and health services

- Financial conditions
- External relations
- The board's own effectiveness

The board ensures that management has identified appropriate measures of performance.

## **QUALITY OVERSIGHT**

- The board is responsible for establishing policies and plans related to quality, including the Quality Improvement Plan.
- The board ensures that policies and improvement plans are in place related to quality of care, patient safety, patient experience, and access.
- The board monitors quality performance against the board-approved quality improvement plan, performance standards and indicators.
- The board ensures that management has plans in place to address variances from performance standards, indicators and the board oversees implementation of remediation plans.

## **FINANCIAL OVERSIGHT**

- The board is responsible for stewardship of financial resources, including ensuring availability and overseeing the allocation of financial resources.
- The board approves policies for financial planning and approves the annual operating and capital budget. The board monitors financial performance against the budget.
- The board approves investment policies and monitors compliance.
- The board ensures the accuracy of financial information through oversight of management and approval of annual audited financial statements.
- The board ensures management has put measures in place to ensure the integrity of internal controls.

## **RISK IDENTIFICATION AND OVERSIGHT**

- The board is responsible to be knowledgeable about risks inherent in the organization's operations and ensures that appropriate risk analysis is performed as part of board decision-making. The board oversees management's risk management program.
- The board ensures that appropriate programs and processes are in place to mitigate against risk and for ensuring there are plans in place to prevent and manage such risks.

## **OVERSIGHT OF MANAGEMENT**

The board recruits and supervises the Executive Director (ED) by:

- Developing and approving the ED job description
- Undertaking an ED recruitment process and selecting the ED
- Reviewing and approving the ED's annual performance goals
- Reviewing ED performance
- Ensuring succession planning is in place for the ED and senior management
- Exercising oversight of the ED's supervision of senior management as part of the ED's annual review

## **STAKEHOLDER COMMUNICATION AND ACCOUNTABILITY**

- The board identifies the organization's stakeholders and understands stakeholder accountability. The board ensures the organization appropriately communicates with stakeholders in a manner consistent with accountability to stakeholders.
- The board contributes to the maintenance of strong stakeholder relationships.
- The board performs advocacy on behalf of the HFHT with stakeholders where required, in support of the mission, vision, values and strategic directions of the HFHT.

## **GOVERNANCE**

- The board is responsible for the quality of its own governance.
- The board establishes governance structures to facilitate the performance of the board's role and enhance individual director performance.
- The board is responsible for the recruitment of a skilled, experienced, and qualified board. The board ensures ongoing board training and education.
- The board assesses and reviews its governance by periodically evaluating board structures, including board recruitment processes and board composition and size, number of committees and their Terms of Reference, processes for appointment of committee chairs, processes for appointment for board officers and other governance processes and structures.

## **LEGAL COMPLIANCE**

The board ensures that appropriate processes are in place to ensure compliance with legal requirements.