

JOB DESCRIPTIONS OF THE CHAIR AND DIRECTORS OF THE BOARD

CHAIR	DIRECTORS
<ul style="list-style-type: none"> • keeping mission and vision foremost • planning agenda and meeting of the general Board and Executive committees • direct meeting; keep discussion on track • official spokesperson • liaison between, Board, management and medical staff • liaison with outside agencies • directing sub-committees and ensuring proper functioning • orient new members and arranging continuing education for the Board • leading executive committee through the CEO evaluation process • understanding and communicating individual Board member, Board leader and committee Chair responsibilities and accountability • ensuring that effective Board self-evaluation occurs • planning for Board leadership succession 	<ul style="list-style-type: none"> • Define and maintain the goals and mission of the organization • strategic planning aimed at carrying out the corporation's mission • arrange for and monitor effectiveness of management; including succession planning • ensure & monitor the quality of services & continuing improvement in all aspects of organization operations • ensure long-term future of organization, including fiscal integrity • succession planning for board members; recruiting in order to maintain required skill mix • develop and maintain formal orientation process for new directors, including a mentoring process • active participation in a board self evaluation process • vigilant activity (i.e. read management reports, board packages; ask questions where applicable)