

## TERMS OF REFERENCE FOR THE BOARD CHAIR

### 1. INTRODUCTION

- A. The Board Chair is appointed by the Government.
- B. The Board Chair's primary role is to act as the presiding director at Board meetings and to manage the affairs of Island Health's Board of Directors (the "Board") including ensuring the Board is organized properly, functions effectively and meets its obligations and responsibilities.
- C. The Board Chair builds and sustains a sound working relationship with the President and Chief Executive Officer (the "CEO") to ensure effective relations with the Government and stakeholders.
- D. The Board Chair is an ex-officio member of committees where they are not appointed as a full member.
- E. The Board Chair works closely with the Vice Chair, Board Liaison and management, as required.

### 2. DUTIES AND RESPONSIBILITIES

#### A. Working with Management

The Board Chair has the responsibility to:

- i. serve as the Board of Directors' central point of official communication and work with the CEO;
- ii. act as a sounding board, counselor and confidant for the CEO, including helping to review strategies, define issues, maintain accountability, and build relationships;
- iii. in conjunction with the CEO, assist in representing Island Health as required;
- iv. ensure the CEO is aware of concerns of the Government, the Board and other stakeholders;

- v. lead the Board in monitoring and evaluating the performance of the CEO, ensure the accountability of the CEO, and ensure implementation of the management succession and development plans by the CEO;
- vi. work closely with the CEO to ensure management strategies, plans and performance are appropriately represented to the Board; and
- vii. act as the primary spokesperson for the Board.

**B. Managing the Board**

The Board Chair has the responsibility to:

- i. ensure the Board is alert to its obligations to Island Health, the Government and other stakeholders;
- ii. chair Board meetings and ensure the appropriate issues are addressed;
- iii. establish the frequency of Board meetings and review such frequency from time to time, as considered appropriate or as requested by the Board;
- iv. assist the Governance Committee in developing director criteria and potential candidates to be recommended to the Government for appointment of directors and communicate with the Government regarding the criteria;
- v. recommend the committee members and committee Chair appointments to the Board for approval and review and report to the Board the need for, and the performance and suitability of, those committees;
- vi. maintain a liaison and communication with all directors and committee Chairs to co-ordinate input from directors, and optimize the effectiveness of the Board and its committees;
- vii. ensure the co-ordination of the agenda, information packages and related events for Board meetings in conjunction with the CEO and the Board Liaison; ensure major Island Health initiatives have proper and timely Board understanding, consideration, oversight and approval;

- viii. ensure the Board receives adequate and regular updates from the CEO on all issues important to the welfare and future of Island Health;
- ix. ensure the Board hears all sides of debate or discussion in its meetings, and meetings are conducted according to applicable legislation, bylaws and Board policies;
- x. build consensus and develop teamwork within the Board;
- xi. review director conflict of interest issues as they arise;
- xii. in collaboration with the CEO, ensure information requested by directors or committees of the Board is provided and meets their needs;
- xiii. review and assess director attendance and performance and the size and composition of the Board and make recommendations to the Government as required; and
- xiv. sign certificates and other instruments on behalf of Island Health as required.

**C. Relations with the Government and other Stakeholders**

The Board Chair has the responsibility to:

- i. in consultation with the CEO, act as the principal interface between the Board, other regional Board Chairs, the Ministers and Premier; and
- ii. in consultation with the CEO, review the communications plan with stakeholders to ensure it meets the needs of the Authority.

**D. Reporting**

- i. Report regularly and promptly to the Board regarding issues that are relevant to its governance responsibilities.