

### Authority/Responsibility

The Board of Directors is collectively accountable for the organization's performance in respect to the mission and objectives of the organization and for the stewardship of its financial resources. The Directors are accountable to funders, members, key stakeholders and the community in general. Board members have no authority to act individually in the direction of staff and volunteers or to act as spokesperson for the organization unless specifically given such authority by the Board.

### Array of Possible Board Member Skills

- Nurse Practitioner
- Business Management
- Human Resources/Labour Relations
- Community Engagement/Representation
- Research
- Government Relations
- Advocacy/Political Acumen
- Performance Review/Evaluation
- Legal
- Strategic Planning
- Healthcare
- Finance/Accounting
- Information Technology
- Communications
- Education
- Quality
- Planning
- Board Governance
- Property Management
- Risk Management
- Diversity Issues

### Terms and Requirements

Service on Emery-Keelesdale NPLC Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members' duties.

Board members are expected to:

- Attend all board meetings and serve on and be an active participant of at least one committee.
- Support the mission of our Nurse Practitioner-led clinic in the community.
- Display an understanding of board governance.
- Commit to 4-6 volunteer hours per month, which includes Board preparation, meeting and committee meeting time
- Attend the Annual General Meeting
- Connect to the community being served
- Adhere to the board's Code of Conduct and Conflict of Interest policy

### Major Duties

- Govern the organization by adhering to the policies developed by the Board
- Participate in the Board's strategic planning process
- Recommend new policies and policy changes to the board
- Be accountable to the membership and funder for the services provided and funds expended.
- Monitor and evaluate the effectiveness of the organization through a regular review of programs and services.
- Provide effective oversight of risk ensuring adherence to the Board's risk management policy
- Prepare for and participate in the discussions and the deliberations of the Board.
- Participate in an annual board skills inventory in order to determine skill gaps on the Board that could be addressed when recruitment new board members.
- Participate in the Board's annual recruitment efforts and its assessment program
- Contribute to the evaluation of the Clinic Director following the Board-approved policy
- Foster a positive working relationship with other board members, the organization's employees and other stakeholders.

### Review/Approval Date

The Board annually reviews the Board Member job description and makes change as/when deemed appropriate.