

BOARD MANUAL

SUBJECT: Role Description for the Vice-Chair of the Board	NO.: 2-A-22
SECTION: Structure, Roles and Responsibilities	
APPROVED BY: Board of Directors	DATE: June 28, 2023

Role of the Vice-Chair

The Vice-Chair works collaboratively with the Chair and supports the Board Chair in fulfilling their responsibilities.

Responsibilities

As requested by the Chair, the Vice-Chair assumes the duties of the Board Chair in their absence, including representing the Board and the organization at official functions and to the public at-large.

In the event that the Chair is unavailable to complete their term, the Vice-Chair will assume the duties of the Board Chair for the remainder of the Chair's term of office.

The Vice-Chair serves as a member of the Executive Committee.

The Vice-Chair performs such other duties as the Chair or Board requests from time to time.

Skills, Attributes and Experience

The Vice-Chair will possess the following skills, attributes and experience:

- All of the personal attributes required of a Board Director
- Leadership skills
- Strategic and facilitation skills
- Political acuity
- Ability to effectively influence and build consensus within the Board
- Ability to establish a trusted advisor relationship with CEO, Chief of Staff and other Board members
- Ability to communicate effectively with the Board, the management team, the Ministry of Health, Ontario Health and Cambridge and North Dumfries Ontario Health Team and the community
- Flexibility and time in their schedule to meet the requirements of this leadership role
- Ideally the Board Vice Chair would have a minimum of 3 years Board experience with a minimum of 1 year at CMH before assuming the Vice Chair role.

Appointment and Term

The Board Vice-Chair is elected by the Board of Directors on the recommendation of the Governance Committee for a one-year renewable term.

The Vice-Chair is an ex-officio member of all Board committees and sub-committees, except the Medical Advisory Committee. When attending a committee/sub-committee, the Vice-Chair counts towards quorum.

DEVELOPED: February 23, 2011		REVISED/REVIEWED:
November 28, 2012	September 30, 2015	January 30, 2019
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