



**Board of Directors**  
**Terms of Reference**

**Purpose:** The CHPCA Board of Directors oversees the planning, policy development, and Workplan of the Canadian Hospice Palliative Care Association.

**Functions:** The Board of Directors:

1. Promotes the philosophy and principles of hospice palliative care through networking, education, advocacy and research
2. Formulates and approves policy directions for the Association
3. Makes decisions based on recommendations from Board Committees
4. Ensures that evaluation of the Board and Board Committees is done on an annual basis.
5. Identifies and invites appropriate organizations to attend board meetings as Affiliated Organizations.
6. Ratifies actions and decisions of the Executive Committee

**Members:** The Board is comprised of 16 members, including a President, Vice-President, Secretary/Treasurer, Past-President, one Member-at-Large, and eleven provincial members appointed by the provincial hospice palliative care associations.

**Length of Term:** A Director shall be elected or appointed for a term of two (2) years. No Director shall serve more than two (2) two-year terms, except after absence from the Board for at least two (2) years, in which event such person shall be entitled to be elected or appointed. Time served by a person as a Director appointed by one of the provincial associations shall not be taken into account in determining such person's entitlement to serve upon election by the general membership. Notwithstanding the foregoing, the term of any Director may, upon election, be extended to coincide with the completion of such person's term of office as President, Vice President or Past President, provided always that the total number of Directors does not exceed sixteen (16).

**Frequency of Meetings:** As stipulated in the CHPCA By-Laws, the Board of Directors must meet at least once per year. Additional meetings can be scheduled at the call of the Chair by teleconference, or in person as budget and agenda allow.

**Reporting Responsibility:** All meetings shall be documented, with minutes circulated and preserved.