



<b>POSITION DESCRIPTION</b>	<b>BOARD OF DIRECTORS GP 12.1</b>
<b>GOVERNING STYLE</b>	
The CHPCA Board of Directors (the Board) will govern in a strategic manner that emphasizes long-range vision, proactive leadership on key issues, and policy development that will define and guide the ongoing work of the association.	
<b>PURPOSE</b>	
The Board is the legal authority for the Canadian Hospice Palliative Care Association (CHPCA) as outlined in Article 37 of the Association's By-Laws. As a member of the Board, a Director acts in a position of trust for the broader community and the associates (individuals) and affiliates (groups) of the CHPCA and is responsible for the effective governance of the association.	
<b>RESPONSIBILITIES</b>	
The Board of Directors: <ol style="list-style-type: none"><li>1. Promotes the philosophy and principles of hospice palliative care as outlined in <i>A Model to Guide Hospice Palliative Care: Based on National Principles and Norms of Practice</i></li><li>2. Formulates, reviews and approves policy directions for the Association</li><li>3. Approves the annual Workplan to ensure that it meets the Key Issues and Strategic Directions of the Strategic Plan</li><li>4. Develops, and revises the Strategic Plan as required</li><li>5. Monitors the financial position of the association and approves the annual budget</li><li>6. Hires and evaluates the Executive Director</li><li>7. Makes decisions based on recommendations from Board Committees</li><li>8. Evaluates Board performance annually</li><li>9. Directs the Executive Committee to do particular work on their behalf</li><li>10. Is responsible for the ongoing sustainability of the association</li></ol>	
<b>EXPECTATIONS</b>	
Board members are expected to: <ol style="list-style-type: none"><li>1. Be a member in good standing with the CHPCA and their provincial hospice palliative care association.</li><li>2. Act in the best interest of the association. The Board works using a consensus model where possible.</li><li>3. Participate on Board committees and/or Task Groups</li><li>4. Abide by the By-Laws and the various policies and procedures of the association</li><li>5. Attend meetings and activities of the Board and Board committees unless inhibited to do so by significant circumstances, in which case they are expected to contact the Board President or Committee Chair and, if possible find other ways to contribute to the key discussions</li><li>6. Be prepared to participate in the discussions and deliberations of the Board and applicable committees</li><li>7. Assist in the preparation of motions and resolutions for the Annual General Meeting</li><li>8. Respect and adhere to the CHPCA Confidentiality Statement</li></ol>	

9. Act as a liaison between the provincial hospice palliative care associations and the CHPCA by providing reports and updates on the activities of both the CHPCA and their respective provincial association
10. Respect and adhere to the CHPCA Conflict of Interest Policy

## **QUALIFICATIONS**

Ideally, the members of the Board will:

1. Be familiar with the Association, including its mission and structure
2. Be supportive of the Mission, Vision, and Goals of the association
3. Be knowledgeable about and committed to keeping current with issues relating to hospice palliative care
4. Be able to commit 5 working days plus a maximum of 2 weekends a year
5. Have strong communication skills
6. Be able to work as a part of a team
7. Be knowledgeable about and with skills in one of the following areas: hospice palliative care, community development, business administration, policy development, planning, fund development, government relations, public relations, or any other skill as deemed necessary by the Board.

Additional assets would include:

1. Previous experience on a not-for-profit Board of Directors
2. An ability to communicate in English and French
3. A sense of humour and patience

**DATE OF FINAL APPROVAL: APR. 2008**

**APPROVED BY: BOARD OF DIRECTORS**

**DATE OF LAST REVIEW: OCTOBER 2016**

**DATE OF LAST RE-APPROVAL: OCTOBER 2016**

**NEXT REVIEW DATE: OCTOBER 2019**