

# Position Descriptions for a Board

## MH PCN ORGANIZATIONAL OVERVIEW

The Mississauga Halton Primary Care Network is a not-for-profit organization led by Primary Care Physicians for Primary Care Physicians in the Mississauga Halton region. The mission of the organization is to create a strong and united primary care community, shaping the health care system to best serve patients, their families, and providers [draft]. Through our work, we believe we can achieve a future of healthier and happier communities throughout life.

By organizing as a sector, we as Primary Care Physicians are establishing clear goals, strategies, and processes to have a strong united voice, connect to teams and supports, improve our practice, and focus on equitable representation. Alone, we struggle to be heard, but together – including all payment models -- we can finally make change that truly benefits our patients, families, and providers.

We are looking for passionate people who see the value in coming together as a Primary Care sector in Mississauga Halton and are willing to dedicate time and energy to create meaningful change in the health care system.

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## BOARD CHAIR

The Board Chair will guide the Board in the fulfillment of its mandate. In guiding and directing the Board, the Chair will ensure that the focus of the Board's attention is on strategically important issues and that there is cohesion of direction and purpose at a policy and strategic level. The Chair will convene and preside over Board meetings, building consensus and develop teamwork within the Board. They will represent the MH PCN membership at local, regional, and provincial levels. They will also represent the MH PCN membership at the Mississauga Ontario Health Team Governing Council (1 seat).

## BOARD MEMBER

The Board of Directors will support the work of the MH PCN committees / working groups and provide mission-based, distributed leadership, and strategic governance. As a member of the Board of Directors, a Board Member acts in a position of trust for the community, and is responsible for the effective governance of the organization. The Board's relationship is a partnership, and the appropriate involvement of each Board Member is both critical and expected.

## **FOR BOTH POSITIONS:**

### **Responsibilities:**

- Act honestly, in good faith and in the best interest of the organization.
- Disclose all conflicts of interest should they arise in a timely fashion to the Board and Board Chair, and follow the Conflict of Interest Policy as directed
- Govern, not manage, the organization and act in a stewardship role to ensure the long-term success of the organization.
- Contribute to defining the organization's strategic directions and approve its strategic plan.
- Determine and monitor the organization's programs and services.
- Review the bylaws, and recommend bylaw changes to the membership.
- Abide by the bylaws and the various policies and procedures of the organization.
- Ensure needed resources for the organization, including adequate funding.
- Approve and monitor the organization's budget and finances.
- Support and participate in fundraising activities, and credibly solicit contributions from foundations, organizations, and individuals as appropriate.
- Elect the Board executive.
- Mentor new Board members.
- Review Board and self-reflect on own performance periodically.
- Assist in developing and maintaining positive, cooperative and respectful relations among or with the Board, committees, management, staff and community.
- Participation on at least one committee, including attendance at meetings.
- Participation in monthly and other Board meetings.
- Participation in the Annual General Meeting (AGM) and other meetings of the membership.
- Participate in a Board orientation session, Board retreats, Board education sessions and other gatherings of the Board, as necessary.
- Represent the organization when required or requested, acting as ambassadors for the organization.

### **Skills:**

- Commitment to the vision, mission, values and work of the organization.
- Knowledge and skills in one or more areas of Board governance including policy, finance, communications, human resources, fundraising, community relations, and mediation.
- Support of Mississauga Halton Primary Care Network related events.
- Availability to serve a two-year term commitment, eligible for reappointment for one additional term, to a maximum of 4 consecutive years.

