
Policy Type: Governance

Policy Title: Role and Responsibilities of Regional Directors

Role and Responsibilities of Regional Directors Policy

In accordance with **Bylaw Articles 5.2.1, 5.2.3, 5.2.4 and 5.2.5**, commencing immediately after the December 2021 Annual General Meeting and thereafter, the Board of Directors may consist of up to ten (10) individuals as follows:

- a) Officers of the Association or Officers consisting of the Chair, Chair-Elect and Secretary-Treasurer; and
- b) **seven (7) Regional Directors**.
- c) Regional Directors shall be elected from the Zones, with one (1) representative per Zone;
- d) Each Regional Director shall be elected by Voting Members residing in their respective Zones and shall declare that Zone to be their Principal Residence;
- e) Each Regional Director must have their Principal Residence in the Zone that they represent.

Duties and Role

Position: Regional Director

Role:

- a) Official representative for the Association within their respective region;
- b) Ensures the consistent flow of information both from their regions to the Board of Directors and vice versa (with confidentiality always present of mind). See confidentiality policy page 4.
- c) Each Regional Director oversees one region which is geographically broken down by provincial health zones.
- d) All Regional Directors serve as active advocates and ambassadors for the Association.
- e) Meets a minimum of four (4) times annually as a Board member; in person or through an online virtual meeting platform or by any such other means decided upon by the Board of Directors in accordance with **Bylaw Article 6, Meetings**;

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- f) Hosts a minimum of four (4) regional meetings specifically intended for members from their area to voice any concerns, to provide feedback for the Board of Directors; or to make recommendations. The length of time of each meeting to be decided upon by the Regional Director. The meeting to be held in person or through an online virtual meeting platform or by any such other means decided upon by the Board of Directors.

Time Commitment: 5-10 hours per month

Term: 2 years

Accountability

In addition to Bylaw, **Article 5.11.2**, the Regional Directors who are also members of the Board of Directors are collectively accountable to the members, community, and other stakeholders. Directors are accountable for the association's performance in relation to the **Objects** of the association, its strategic plan goals, and for the effective stewardship of financial and human resources.

Authority

Individual Regional Directors have no authority to approve actions by the association, to direct staff, or to speak on behalf for the association, unless given such authority by the Board of Directors.

Responsibility

Regional Directors are responsible for acting in the best long-term interests of the Association and its community. A Regional Director will bring to the task of informed decision-making, a broad knowledge and an inclusive perspective. Directors shall follow the Association's Bylaws, Policies and Procedures, and all "*Governing Documents*" and board resolutions.

All Regional Directors are expected to carry out the following responsibilities:

- 1) Act in the best interests of the Association;
- 2) Understand the roles and responsibilities of being a Regional Director;
- 3) Know the association's Objectives, Bylaws, Policies and Procedures, Mission and strategic plan;

- 4) Bring their own skills, experience and knowledge to the Association;
- 5) Prepare for, attend, and participate in BOD meetings;
- 6) Work as a team member and support BOD decisions;
- 7) Listen to others' views, advocate their own, identify common interests and alternatives, and be open to compromise;
- 8) Avoid conflicts of interest including operating in the best interest of the Association and not in self-interest or the interest of a stakeholder group;
- 9) Respect confidentiality policies that pertain to membership and board discussions;
- 10) Support governance decisions once made;
- 11) Contribute to the work of the BOD;
- 12) Participate in the review of the association's objectives and the development of a strategic plan;
- 13) Monitor the performance of the organization in relation to objectives and core values;
- 14) Read and understand the association's financial statements;
- 15) Approve the budget and monitor financial performance in relation to it;
- 16) Abide by the governing documents that apply to the BOD;
- 17) Establish, review, and monitor policies that guide core operational practices;
- 18) Attend and participate in the Annual General Meeting;

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- 19) Keep informed about community issues relevant to the mission and objectives of the association;
 - 20) Must attend all scheduled strategic planning meetings;
 - 21) Are encouraged to participate in committee work.

Qualifications

The following are considered by the Nominating Committee (Board Governance Advisory) as key job qualifications in addition to **Bylaw, Article 5.1.2**:

- Knowledge of the community;
- Commitment to organization's objectives and strategic directions;
- A commitment of time;
- Openness to learning.

Evaluation

The performance of Regional Directors is evaluated annually in the context of the evaluation of the board and is based on the carrying out of duties and responsibilities as outlined above.

Removal of a Regional Director


Is subject to **Bylaw Articles 5.1.3, 5.7, 5.8 and 5.9**.

Confidentiality / Non-Disclosure/ Conflict of Interest Disclosure

All Regional directors are required to sign confidentiality, non-disclosure and conflict of interest disclosure agreements prior to participating in board discussions and activities; as well as all internal matters of the association

Amendment

The *Role and Responsibilities of Regional Directors Policy* description shall be reviewed annually by the Board Governance Advisory Committee (formerly known as the Nominating Committee) and recommended changes will be presented to the Board for approval.

Approved by Board of Directors: 

Reviewed by Board of Directors: April 11, 2021