

Position Description: Independent Director

Vision: To be the trusted cornerstone of a healthy community.

The employees of the Edmonton Southside Primary Care Network (ESPCN) are exceptional and describe their colleagues as respectful, passionate, collaborative and dedicated. Directors are not employees of ESPCN, but shall display these values in the course of their duties.

Position Summary

The Board of Directors is the legal authority for 1157178 Alberta Ltd., operating as the Edmonton Southside Primary Care Network (PCN). The PCN is a publicly funded, not-for-profit corporation. An Independent Director, as a Member of the Board of Directors, is responsible for the effective governance of the corporation.

The board sets policy and provides overall leadership for the PCN, including mission, goals, priorities, and resource allocation.

The board works collaboratively with Primary Care Alberta (PCA) to govern the Joint Venture Agreement between the PCN and PCA. The joint venture role includes the development of business plans, annual budgets, and service delivery models; the management of key leadership positions, and the approval of long-term and/or high-value contracts.

Independent Directors are appointed by the Board of Directors, and bring their unique skills, expertise, experience, and judgment to this key role in the corporation.

Accountability

- Responsible to the Board of Directors, and through the board to the members of the Primary Care Network.
- Accountability also extends to the Minister of Primary and Preventative Health Services and the taxpayers of Alberta as a publicly funded organization.

Key Responsibilities

For board meetings:

- To represent all PCN members, and to make decisions in the best interest of the PCN.
- To clarify and sustain the PCN's vision, mission, and values.
- To represent and promote the PCN by maintaining a working knowledge of the PCN's operations and services.
- To promote the PCN amongst members, stakeholders, and in the community.
- To prepare for each board meeting by carefully studying the agenda and supporting materials.
- To attend board meetings and actively participate in the decision-making process.
- To advise the Executive Director (or delegate) when attendance at a board meeting or activity is not possible.

Governance Roles

- To be informed of, and act in accordance with, the Corporation's governing documents, including

Articles of Association and Joint Venture Agreement.

- To review and recommend to the Governance Committee the PCN's business plans, and amendments thereto.
- To review and recommend to the Governance Committee the PCN's annual budget, and amendments thereto.
- To participate in any organizational or strategic planning process organized by the board for the development of the PCN, and to act as a spokesperson to support and communicate the plan's goals and objectives to the membership.
- To provide information, ideas and suggestions from the membership to the board and communicate the activities and ideas of the board to the members.
- To review, debate, revise, and when appropriate, approve policy and other recommendations received from the board's committees, and/or management.
- To review the Articles of Association and policy manual, with recommendations to the membership for changes to the Articles of Association as required.
- To review the board's structure, approval of changes thereto, and preparation of necessary Articles of Association amendments as required.
- To recommend to the Governance Committee the hiring, evaluation, and/or termination of the Executive Director and to approve the employment contracts for the Executive Director.
- To assist in the development and maintenance of good working relations between the board, committees, and staff members of the PCN, Primary Care Alberta, PPHS, other health system partners, and Alberta Medical Association.

Competencies & Behaviors

- Commitment to the work of the organization.
- Specific knowledge and skills in one or more areas of board governance – health policy, finance, law, clinical services, personnel management, and advocacy, for example.
- Willingness to serve on committees, if appropriate (and schedule permitting).
- Regular attendance at monthly board meetings, committee meetings, and Annual General Meetings.
- Support of special events.
- Knowledge of primary care and family medicine.

Minimum Age

- 18 years

Limitations

- Board members have no corporate authority as individuals; only when they are part of officially called meetings.