

**Dr. Kingston Memorial Community Health Centre  
Board Members - Director Responsibilities**

Legal and Policy:

1. Enable the continued legal existence of the organization.
2. Ensure the Dr. Kingston Memorial Community Health Centre fulfills all legal requirements.
3. Adopt, follow, update and administer Dr. Kingston Memorial Community Health Centre By-Laws.
4. Adopt and assume responsibility for Dr. Kingston Memorial Community Health Centre purposes, governing principles, functions, activities and course of action.
5. Assume responsibility for internal policies governing the organization.

Planning:

1. Establish long term and short term goals for Dr. Kingston Memorial Community Health Centre.
2. Develop a Strategic Plan and an Annual Work Plan.

Meetings:

1. Prepare for and participate in the Community Health Centre's monthly Board meetings and scheduled committee meetings.
2. Ask timely and substantive questions at Board and Committee Meetings consistent with personal conscience, convictions and ethics while supporting the majority decision on issues decided by the Board.
3. Maintain confidentiality of the Board's executive sessions, and speak for the Board or the Community Health Centre only when authorized to do so.
4. Suggest agenda items for Board and Committee Meetings to ensure that significant policy-related matters are addressed.

Conflict of Interest:

1. Serve the Community Health Centre as a whole rather than any special interest group or constituency.
2. Complete a "Conflict of Interest Policy Acknowledgement Form" on commencement of volunteering as a board member.

Committee Oversight:

1. Recruit effective Committee Chairs.
2. Monitor and coordinate Committee activities to ensure progress.
3. Provide adequate resources for Committees.

Funding & Financial Management:

1. Oversee the procurement of sufficient funds to ensure Dr. Kingston Memorial Community Health Centre meets its financial and community responsibilities.
2. Develop and approve annual budget and monitor finances.

Advocacy:

1. Understand and publicize the work of Dr. Kingston Memorial Community Health Centre in the community.
2. Inspire confidence in the organization and relate the organization's services and programs to work of other groups.
3. Advocate with governments, businesses and individuals for public policy, economic development and other initiatives that advance the ability of the Dr. Kingston Memorial Community Health Centre to contribute to the health of our communities.

### Evaluation:

1. Regularly review and evaluate operations and standards of organization performance.
2. Monitor program activities.
3. Annual Evaluation of Managing Director.

### Personnel:

Hire Managing Director.  
Approve personnel policies.  
Participate in the recruitment, selection and development of Board of Directors as advised by the nominating committee.

### Time Commitments Anticipated:

Board meeting – 2 hours per month  
One Committee Meeting – 2 hour  
Preparation/follow-up work outside of meetings – 2-4 hours

## **DIRECTOR'S ROLE:**

**Direct** - Accountable for the legal, financial and overall vision and management of the Dr. Kingston Memorial Community Health Centre.

**Advocate & Educate** – Understanding the mission of Dr. Kingston Memorial Community Health Centre, represent and communicate those interests to the community.

**Facilitate** - Foster participation in the activities of Dr. Kingston Memorial Community Health Centre. Recruit and develop leaders to serve on committees, enabling their active engagement. Gather the human and financial resources to further grow the Community Health Centre.

**Stimulate Action** – Inspire constituents, committee members, government, and all those with resources helpful to Dr. Kingston Memorial Community Health Centre to invest in community revitalization.

**Participate** – Contribute your enthusiasm and skills to further the Health Centre's mission. Take part in special events, meetings, discussions and other happenings of the organization.