
	TITLE OF THE POLICY: DUTIES AND EXPECTATIONS OF TRUSTEE	Policy Number: BRD-0220
	Policy Tool Type: Policy	Policy Level: Level III
	Accountability: Board of Trustees	Page 1 of 5

Approval Date	<i>November 17, 2020</i>
Revision Date	
Approved by	<i>Chair, Board of Trustees</i>
Approver Signature	
Scheduled Review Date	<i>November 2023</i>
Cross- Reference	

PURPOSE

In carrying out its responsibilities as outlined in the *Regional Health Authorities Act* (16). The corporation is committed to ensuring that it achieves standards of excellence in the quality of its governance and has adopted this policy describing the duties and expectations of Trustees.

SCOPE


This policy applies to the Board of Trustees.

POLICY STATEMENT(S)

The policy applies to all Trustees and is provided to Trustees upon appointment to the Board. A Trustee who wishes to serve on the Board must confirm in writing that they will abide by this policy.

Position Description- Board of Trustees

As a member of the Board, and in contributing to the collective achievement of the role of the Board, the individual Trustee is responsible for the following:

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Fiduciary Duties

Each Trustee is responsible to act honestly, in good faith and in the best interests of the corporation and, in so doing, to support the corporation in fulfilling its mission and discharging its accountabilities.

A Trustee shall apply the level of skill and judgement that may reasonably be expected of a person with his or her knowledge and experience. Trustees with special skill and knowledge are expected to apply that skill and knowledge to matters that come before the Board.

Accountability


The Trustee is not solely accountable to any special group or interest and shall act and make decisions that are in the best interest of the corporation, as a whole. A Trustee shall be knowledgeable of the stakeholders to whom the corporation is accountable and shall appropriately take into account the interests of such stakeholders when making decisions as a Trustee but shall not prefer the interests of any one group if to do so would not be in the best interests of the corporation.

Education

A Trustee shall be knowledgeable about:

- The Regional Health Authority Act.
- The operations of the corporation;
- The health care needs of the community served;
- The health care environment;
- The board's governance role;
- Board's governance structure and processes;
- Board of Trustees policies
- Corporate policies applicable to board members.

A Trustee will participate in a Board Orientation program, orientation to committees, Board Retreats and Board Education sessions. A Trustee should attend additional appropriate educational conferences in accordance with Board approved policies.

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Board of Trustees policies and Corporation Policies

Trustee shall be knowledgeable and will comply with the Board policies and the corporate policies that are applicable to the Board including:

- Duties and Expectations of Trustees policy
- Board of Trustee development and Education policy
- Board Committee principles, rules and regulations policy
- Board and Committee Attendance policy
- Open Board meetings policy
- In-camera Board meetings policy
- Session of the Board of Trustees without management policy
- Code of Conduct policy
- Conflict of Interest policy;
- Confidentiality policy;
- Spending accountability and delegation
- Travel policy
- Harassment free workplace policy
- Civility and Respect policy
- Annual declaration and consent
- Oath/Affirmation of Confidentiality


Teamwork

A Trustee shall develop and maintain sound relations and work cooperatively and respectfully with the Board Chair, members of the Board and Senior Management.

Community Representation and partnerships

A Trustee shall represent the Board and the Authority in the community when asked to do so by the Board Chair.

The Board will engage the communities served to get their input on services, programs and/or new initiatives. Collection of input from the community may be accomplished through a variety of methods including, but not limited to community meetings, surveys, and community advisory committees.

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The Board will identify organizations with which it requires good working relationships in order to achieve its mandate. It will establish mechanisms for maintaining open communication with these organizations

Health Foundation Support

Members are encouraged to support Foundation activity and events. Options for additional support include attendance at Foundation events, identification of potential donor prospects and/or influential stakeholders and facilitation of meetings/introductions. The Board Executive Committee shall meet with the Board Foundation Executive Committee a minimum of once per year to discuss opportunities for support.

Time and Commitment


A Trustee is expected to commit the time required to perform Board and committee duties. It is expected that a Trustee will devote a minimum of between 10 and 15 hours per month.

The Board meets approximately eight times a year and a Trustee is expected to adhere to the Board’s attendance policy that requires attending at least 80 percent (6 out of 8) of regular meetings of the Board.

All Trustees are expected to make similar contributions of time to serving on committees. Accordingly, depending upon the workload of the committee and the Trustee’s role in respect of a committee (i.e. whether the Trustee chairs a committee), a Trustee is expected to serve on two standing committees.

Trustees are expected to contribute to the governance role of the Board by:

- Reading materials in advance of meetings and coming prepared to contribute to discussion;
- Offering constructive contributions to Board and committee discussions;
- Contributing their special expertise and skill;
- Respecting the views of other members of the Board;

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- Voicing conflicting opinions during Board and committee meetings, but respecting the decision of the majority even when the Trustee does not agree with it;
- Respecting the role of the Chair;
- Respecting the role and Terms of Reference of Board committees; and
- Participating in Board evaluations.

Continuous Improvement

A Trustee shall commit to be responsible for continuous self-improvement. A Trustee shall receive and act upon the results of Board evaluations in a positive and constructive manner.

Term and Renewal

A Trustee is appointed by government for a three (3) year term and can serve for two consecutive terms. While a Trustee’s renewal is not guaranteed, he/she can continue to serve until replaced.