

## **Roles of Doctors Nova Scotia Officers**

(Approved by the Board February, 2016)

### **President**

The President will:

- Be the primary spokesperson for the Society;
- Represent or appoint a designate to represent the Society in its official context with stakeholders;
- Attend social functions of the Society as deemed appropriate;
- Serve as Chair of the Executive Committee and the Nominating Committee;
- Serve as a member of the Governance Committee and CEO Evaluation Committee;
- Act as a sounding board and counsel for the CEO;
- Perform the duties of Board Chair in the absence of the Chair;
- Serve as an ex-officio member of all committees of the Society where not a full voting member;
- Sign all documents requiring an official signature of the Society; and
- Perform other duties as customary for the position.

### **Board Chair**

**In broad terms**, the Chair is responsible for the effective functioning of the Board of Directors in its role in governing the association, which includes:

- presiding over meetings of the Board;
- presiding over and delivering the report of the Board to the Annual General Meeting;
- ensuring the Board successfully fulfils its purpose and responsibilities;
- building board unity, solidarity and trust; and
- demonstrating integrity and ethical leadership.

The Chair is also responsible for:

#### **During Board Meetings:**

- Running the meeting according to the association's procedures/bylaws and the rules of order;
- Ensuring orderly deliberation and decision-making;
- Encouraging participation and ensuring individual directors do not dominate discussions and that others fully engage in the deliberations; and
- Guiding the Board in carrying out its responsibilities.

#### **Between Board Meetings:**

- Maintaining open lines of communication with directors between meetings;
- Reviewing and ensuring the completeness of board agendas, minutes and board packages in conjunction with the CEO;
- Monitoring the performance of individual board members, and providing coaching, mentoring, and possibly discipline;
- Serving as a member of the Executive, Nominating and Governance Committees; and

- Speaking on behalf of the Board as required.

#### **Interactions with Management:**

- Being the Board's central point of official communication with the CEO;
- Acting as a sounding board and counsel for the CEO;
- Bringing forward any issues, suggestions or concerns that the Board may have with the CEO or members of senior management (these usually arise out of in-camera/executive sessions); and
- Ensuring management provides the board with sufficient and appropriate information so directors are properly informed on matters of substance.

#### **President-Elect**

The President-Elect will:

- Assist in the performance of the President's duties as required;
- In the absence of the President, perform the functions of the President;
- Serve as a member of the Board of Directors, Executive Committee, Nominating Committee and CEO Evaluation Committee;
- Act as a sounding board and counsel for the CEO;
- Serve as Acting President if the office of President becomes vacant; and
- Assume the office of President after one year at the next Annual General Meeting.

#### **Past President**

The Past President:

- Will support the President in his/her position through mentoring, coaching and advising;
- Will serve as a member of the Board of Directors, Executive Committee, Nominating Committee, Governance Committee and CEO Evaluation Committee;
- Will act as a sounding board and counsel for the CEO;
- Will provide continuity to the organization by providing historical context for issues;
- May be asked to chair special or ad hoc committees;
- Can take on projects or special assignments that would be suited for someone with the breadth of knowledge that a Past President would have; and
- Continues to advocate for the profession and for the association wherever and whenever possible.

#### **Audit Committee Chair**

The Chair of the Audit Committee will:

- be a member of the Board;
- serve as Chair of the CEO Evaluation Committee;
- have oversight of the finances of the Association; and
- serve as member of the Executive Committee.