

## NOMINATION FORM Board Chair

Please Return by **February 21, 2022** to:  
 Sonia Abi-Ajab, Doctors Nova Scotia  
 Email: [Sonia.abiajab@doctorsns.com](mailto:Sonia.abiajab@doctorsns.com)  
 Fax: (902) 468-6578

<b>Nominee</b>		
<b>Area of Specialty and location of practice</b>		
<b>E-mail Address</b>		
<b>Preferred Telephone #</b>		<b>Fax#</b>

***Our commitment to equity, diversity and inclusion***

*Doctors Nova Scotia is committed to developing and supporting a more diverse, inclusive and equitable environment for both physicians and staff. We encourage applicants from equity-deserving populations to apply and self-identify when completing the skills and attributes survey. We also encourage all applicants to share how they will bring an equity lens to leadership positions at DNS. Equity, diversity and inclusion (EDI) is an integral component of DNS through our Strategic Plan and EDI framework. DNS considers EDI to be outcomes which are achieved through processes and tools such as reconciliation, decolonization and accessibility. When DNS refers to “EDI work,” it is including the processes that can lead to the outcomes of EDI for all. The association’s commitments to EDI are upheld through regular education sessions; a Respectful Workplace Policy for staff, Board and committee members; external audits; a staff EDI committee; and routine application of an equity lens in all organizational decision-making. As outlined in our [Board and Committee Diversity Policy](#), the Board will strive to foster a brave space that tackles challenging topics with respect and care, and where everyone feels comfortable participating. If you have questions about how DNS can ensure a safe place for you or how the expression of interest process can accommodate your needs, we invite you to reach out to Maddi McKay, Chair, EDI Committee at [maddi.mckay@doctorsns.com](mailto:maddi.mckay@doctorsns.com).*

Each candidate must include the following with this nomination form:

- A letter outlining:
  - Why you want to be Chair of the DNS Board of Directors
  - Your qualifications and how you meet the criteria for this position (Board Chair criteria attached)
- At least two letters of reference
- Confirmation of two physician nominators who are members of Doctors Nova Scotia (See options on next page)
- A short biography or CV (maximum 2 pages).
- A completed [skills and attributes survey](#).

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## Nominators

*(Two nominators required)*

(1) Name: \_\_\_\_\_

There are three options for confirming your support for the nominee (please select one):

- Add your e-signature here: \_\_\_\_\_
- Send a confirmation email to Sonia at [sonia.abiajab@doctorsns.com](mailto:sonia.abiajab@doctorsns.com).
- Include a letter of support with this nomination form.

(2) Name: \_\_\_\_\_

There are three options for confirming your support for the nominee (please select one):

- Add your e-signature here: \_\_\_\_\_
- Send a confirmation email to Sonia at [sonia.abiajab@doctorsns.com](mailto:sonia.abiajab@doctorsns.com).
- Include a letter of support with this nomination form.

### **Attached reference documents:**

Board Chair Criteria

Board Chair Role and Responsibilities

Incoming Board Chair Role and Responsibilities

## **Board Chair - Criteria**

- A member of Doctors Nova Scotia with the right to hold an office ([See Rules & Regulations](#), Section 1 – Membership)
- Governance experience, including:
  - Experience serving on boards
  - Experience chairing meetings, and
  - Knowledge and understanding of rules of order/parliamentary procedures
- Knowledge of governance practices/improvements
- Excellent communication and facilitation skills
- Proven conflict resolution skills (be able to reach consensus in a sometimes difficult and challenging group environment)
- Proven and demonstrated leadership qualities
- Ability to act impartially, with tact and diplomacy
- Ability to establish trusted advisor relationships with the CEO and other board members
- Can commit time between board meetings to serving, as required, on standing committees (Executive, Governance, and Nominating)
- Nomination is supported by two members of Doctors Nova Scotia.

## **Board Chair - Role & Responsibilities**

**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.
- demonstrating integrity and ethical leadership; and
- onboarding and mentoring the incoming Board Chair during the final year of the Board Chair's term.

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.

**Incoming Board Chair – Role & Responsibilities**

During the overlap year, the incoming Board Chair's role will include:

- Attending Board and committee meetings\* as an observer.
- Getting to know and building relationships with members of the Board, the CEO and senior staff.
- Familiarizing themselves with the association's governance policies and processes.
- Working with the Board Chair to identify opportunities for learning and the transfer of knowledge.

\*The Incoming Board Chair will be invited to attend the standing committee meetings that the Board Chair would normally attend (Executive Committee, Governance Committee, Nominating Committee, CEO Evaluation Committee).