



Community Board Director - Volunteer Position

To apply, please email your resume and cover letter to: hr@wpcn.ca

Job Posting will remain open until suitable candidate is found.

POSITION SUMMARY

The Board of Directors is the legal authority for Wolf Creek Family Physicians NPC, operating as the Wolf Creek Primary Care Network (WPCPN). The WPCPN is a publicly funded, not-for-profit corporation. A Community Director, as a Member of the Board of Directors, is responsible for the effective governance of the corporation.

The Board sets policies and strategies and provides overall leadership for the WPCPN, including mission, goals, priorities and major resource allocation.

The Board works collaboratively with Alberta Health Services (AHS) to govern the Joint Venture Agreement between the WPCPN and AHS. 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.

Community Directors are elected by the membership, and are to bring their unique skills, expertise, experience and judgment to this key role in the corporation. This is a volunteer opportunity.

ACCOUNTABILITY

Responsible to the Board of Directors, and through the Board to the wider membership of the WPCPN.

Accountability also extends to the Minister of Health and the taxpayers of Alberta as a publicly funded organization.

ESSENTIAL JOB FUNCTIONS

Key Responsibilities:

- To act on behalf of all WPCPN members, and in the best interest of the PCN;
- To clarify and sustain the WPCPN's vision, mission, and values;
- To represent and promote the WPCPN by maintaining a working knowledge of the WPCPN's operations and services;
- To promote the WPCPN amongst physicians, 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 WPCPN's business plans, and amendments thereto;
- To review and recommend to the Governance Committee the WPCPN's annual budget, and amendments thereto;

- To participate in any organizational or strategic planning process organized by the Board for the development of the WCPCN, and to act as a spokesperson to support and communicate the WCPCN's goals and objectives to the community;
- 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 serve, where available, on Board committees or on special task forces of the Board;
- To review, debate, revise, and when appropriate, approve policy and other recommendations received from the Board's standing committees, and/or management;
- To review the by-laws and policy manual, with recommendations to the membership for changes to the by-laws as required;
- To review the Board's structure, approval of changes thereto, and preparation of necessary by-law amendments as required;
- To assist in the development and maintenance of good working relations between Board, Committees, and the community.

LIMITATIONS

WCPCN Board members have no corporate authority as individuals, only when they are part of officially sanctioned meetings.

REQUIREMENTS

- Commitment to the work of the organization;
- Specific knowledge and skills in one or more areas of Board governance – strategy development, health policy, finance, law, clinical services, personnel management, and advocacy, for example.
- Willingness to serve on committees;
- Formal Board experience required;
- Regular attendance at monthly Board meetings, committee meetings, and the Annual General Meeting (AGM);
- Support of special events;
- Knowledge of primary care and healthcare beneficial.

TIME COMMITMENT

- 10 meetings per year (approximately 1.5 hours each meeting for a 2-yr term);
- Meeting preparation time as required (approximately ½ to 1 hour, each meeting);
- Annual General Meeting (once a year, 3 hours);
- Board Retreat (twice per year, 2 x full day);
- Executive Director Performance Review;
- Sub-committee meetings and ad hoc meetings of the Board, as required.

EDUCATION & TRAINING TIME COMMITMENT

- Orientation (4 hours);
- Board Governance Essentials Training (Alberta Medical Association, full day);
- Other training as determined by the Board Recruitment and Development Committee.