

<b>Policy Name:</b>	<b>BOARD OF DIRECTORS' ROLE AND RESPONSIBILITIES</b>		
<b>Policy Number:</b>	<b>GOV-206</b>	<b>Formerly</b>	<b>BG-202</b>
	<b>Creation Date:</b> <b>October 1996</b>	<b>Reviewed Date:</b> <b>March 2021</b>	<b>Approved by:</b> <b>Board of Directors</b>

## POLICY STATEMENT

The Board of Directors (the “Board”) is the governing body of the West Elgin Community Health Centre (the “Centre”).

The Board is legally responsible for the overall management and operations of the Centre, and is accountable to Ontario Health West for those activities of the Centre for which they provide funding.

The Board has final decision making authority with respect to all matters relating to the management, operations and activities of the Centre.

The Board and individual Directors’ responsibilities are governed by the *Corporations Act (Ontario)* as well as other applicable federal and provincial statutes, regulations and rules as well as the Centre’s bylaws and the policies and procedures adopted by the Centre from time to time.

## DIRECTORS’ RESPONSIBILITIES

### POLICY DEVELOPMENT

The Board is responsible for developing the Centre’s Strategic Plan and the approval of specific programs to implement such Strategic Plan and meet the needs of the Centre’s stakeholders.

### OVERSIGHT OF OPERATIONS

The Board’s responsibility for overseeing the Centre’s day-to-day operations is generally limited to:

- Providing the Executive Director with such guidance and support as he or she may request.
- Regularly reviewing the Centre’s operational and financial controls and taking such actions as may be required to ensure that they are being followed.
- Reviewing the Executive Director’s performance on an annual basis and providing constructive feedback to him or her regarding the results of such review.

### FINANCIAL RESPONSIBILITIES

The Board has an obligation to ensure that the financial affairs of the Centre are in compliance with all applicable laws and funding criteria and adhere to generally accepted management and accounting principles.

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**TO THIS END THE BOARD MUST:**

- Review and approve the Centre's Multi-Sectoral Accountability Agreement (M-SAA) and associated budget in a timely manner.
- Review and approve the Centre's audited financial statements in a timely manner.
- Ensure the Centre complies with internal and external financial policies and procedures; and
- Ensure that the Centre complies with all of its financial reporting requirements in a timely manner.

**HIRING AND EVALUATION OF EXECUTIVE DIRECTOR**

**THE BOARD IS RESPONSIBLE FOR:**

- Hiring the Centre's Executive Director
- Evaluating their performance not less than annually and providing the Executive Director with a written report on the results of such evaluations, and
- Determining the Executive Director's annual compensation including benefits.