


Policy Name:	BOARD DIRECTORS' RESPONSIBILITIES AND DECLARATION		
Policy Number:	GOV-208	Formerly	BG-203
 West Elgin Community Health Centre	Creation Date: January 1996	Reviewed Date: April 2021	Approved by: Board of Directors

POLICY STATEMENT

Board Directors of West Elgin Community Health Centre (the “Centre”) must work together to ensure that the Centre is governed both effectively and efficiently. All Directors are equally responsible for ensuring that the Centre complies with its legal and fiscal responsibilities. In the spirit of teamwork Directors need to contribute and participate equally and be respectful of one another’s contributions.

This Policy describes the specific responsibilities of each Director of the Centre:

B O A R D DIRECTOR’S RESPONSIBILITIES

Each Director shall:

- at all times comply with the Centre’s Code of Ethics and Conduct;
- at all times comply with the Centre’s Privacy Policies;
- represent the interests of all of the Centre’s stakeholders in a fair and unbiased manner and not favour any particular individual or special interest group inside or outside of the Centre;
- exercise care and diligence when making any decisions regarding the Centre;
- not use their position as a Director or their service to the Board for their own personal advantage or for the advantage of their friends or supporters;
- approach all issues being considered by the Board with an open mind and carefully consider all such issues and base their decisions on what is in the best interests of the Centre in both the long and short term;
- subject to their fiduciary obligations to the Centre, not take or fail to take any action that would violate anyone’s trust;
- focus their efforts on the Centre’s Vision, Mission and Values and not on their personal interests;
- never exceed their authority and areas of responsibility as a Director of the Centre;
- use their best efforts to attend all meetings of the Board and Committees of which they are a member and be on time for such meetings;
- be prepared for all meetings that they attend and actively participate in such meetings;
- attend and actively participate in and support any special events and initiatives of the Centre, including fundraising programs;
- reflect a positive public image of the Board and the Centre in the community, and as such, not act in any way which may reflect poorly on the Centre;

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- be a positive role model within the community with respect to their own health and well-being;
- respect the lines of authority and communications established for the Centre;
- in the event that the Director becomes aware that they are or may be in a conflict of interest, to declare such interest immediately and act accordingly (e.g., refrain from voting, absent themselves from the meeting or part of the meeting at which the discussion of the conflicting matter is taking place); and
- in addition, each Director is required to provide a favourable criminal record and judicial matters check within four weeks of commencing as a director of the Board. Directors will be required to sign an offense declaration yearly thereafter. Any fees for completion of this documentation will be covered by the Centre upon submission of a receipt.

BOARD DIRECTOR DECLARATION

Each Director shall sign and deliver to the Chair of the Board a declaration under which they declare that they:

- have read and understand the Centre's By-laws and agree to comply therewith;
- have read and understand the Board of Directors Policy Manual and agree to comply therewith and
- shall personally undertake to uphold and promote the Centre's Vision, Mission and Values.