

GRAND RIVER
HOSPITAL
BOARD MANUAL

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SUBJECT: Position Description for the Board Vice-Chairs

Role of the Vice-Chairs

The Vice-Chairs work collaboratively with the Chair and support the Board Chair in fulfilling his/her responsibilities.

Responsibilities

Where two Vice-Chairs are appointed, they shall be designated First Vice-Chair and Second Vice-Chair. The two Vice-Chairs have the same level of accountability, however may differ in the assigned responsibilities based on the needs of the Board. Where the term "Vice-Chair" is used in the Grand River Hospital By-law or any board policies, it shall be interpreted as the First Vice-Chair.

The First Vice-Chair will

- assume the duties of the Board Chair in his/her absence, as designated by the Chair of the Board;
- assume the duties of the Board Chair for the remainder of the Chair's term of office in the event of death or disability of the Chair;
- participate in GRH committee meetings, cross-organization, and external committees as designated by the Board;
- when available, will serve as the Board Chair's designate in the event that the Board Chair is not able to attend a hospital celebration or community event
- perform such other duties as the Board or the Chair requests from time to time.

The Second Vice-Chair will

- assume the duties of the First Vice-Chair in his/her absence, as designated by the Chair of the Board
- participate in GRH committees, task groups both internal and external as designated by the Board.
- when available, will serve as the Board Chair's designate in the event that the Board Chair is not able to attend a hospital celebration or community event.
- perform such other duties as the Board or the Chair requests from time to time

Skills and Qualifications

Similar to that of the Chair.

Term

The Vice-Chairs will serve an initial term of one (1) year, renewable annually at

the discretion of the Board. No one may serve as Vice-Chairs for more than four (4) years.

Succession Planning

When an expression of interest from a current Vice-Chair informs of intent to seek the position of Chair, should the Vice-Chair prove to be a suitable candidate, the Chair will work with the Vice-Chair to acquaint that individual with the duties of the Chair. As with all governance positions, appointment of the Vice Chairs or progression to the chair position should be based on skill set, experience, leadership qualities and the Board's needs. The desire and availability of the Vice Chairs to progress to more responsible positions should be respected in succession planning.

References:

3-B-15 Board Chair Position Description

4-C-13 Board Recruitment and Succession Planning