

## ROLES AND RESPONSIBILITIES

### Vice Chair

The Vice-Chair acts as the Chair either in the absence of the Chair or as requested by the Chair. The Vice-Chair carries out additional leadership duties relating to the functioning, responsibilities and governance of the Board.

### Key Duties:

#### ***Leadership/LHIN Governance/Professional Awareness***

In addition to the key duties outlined in the Member position, a Vice-chair has an additional role of oversight of the work and functioning of the Board as follows:

- Acts as an additional key point of contact with the CEO and management of the LHIN in the Chair's absence and performs the responsibilities of the Chair when the Chair is not available.
- In the Chair's absence, is responsible for carrying out duties delegated by the Chair.
- Collaborates with the Chair to develop and implement processes and practices that support the deliberations of the Board so that it may diligently fulfill its duties and conduct its work effectively and efficiently.
- Assists with the planning and achievement of the financial goals of the LHIN
- Identifies emerging issues, health care trends, and proposes strategies to solve problems or seize opportunities.
- Takes on assignments that have a higher profile, are more complex and may involve multiple parties or stakeholders.
- Leads special projects and initiatives as assigned by the Chair or the Board, such as policy development/implementation.
- Mentors new appointees and provides oversight and advice to ensure quality and consistency.
- Maintains current knowledge in the LHIN's field of expertise and participates in professional development opportunities.
- Acts with integrity and honesty. Actions are guided by the best interests of the LHIN and the public.
- Performs other responsibilities as agreed to by the Chair and the Board.

### Qualifications

A Vice-Chair has all of the qualifications of a Member plus the following leadership abilities:

- Ability to oversee the implementation of a strategic vision by ensuring appropriate plans are carried out to deliver efficient, effective and high quality services.
- In-depth understanding of the professional, institutional, policy and community context in which the LHIN operates to recommend and oversee the impact of change.

- Clear understanding of the separate roles of Board governance and CEO management.
- Ability to act on behalf of, and in conjunction with, the Chair to provide leadership to the LHIN.
- Comprehensive understanding of the LHIN's corporate policies and supporting procedures.
- Ability to solve problems through seeking the opinions, ideas and input of others.
- Practical working knowledge of directors' fiduciary duties. Effective communication and interpersonal skills to positively influence and communicate with the Board and LHIN management and run effective meetings.
- Demonstrated ability to exercise judgment while taking risks
- Track record of growing community credibility through leadership.
- Understanding of government values and a commitment to working with government's agency accountability structure.
- Experience in stewardship of resources belonging to others.
- Respects and promotes the principles of equity and diversity.
- Knowledge and commitment to sound governance practices.
- Understanding of sound financial and operational business processes and practices.
- Commitment to the protection of the public interest within the mandate of the LHIN.

*Healthier people, a strong  
health system – our future*