

North Lambton Community Health Centre Board Job Description

- POSITION:** Chair, Resources Committee
- AUTHORITY:** Signing of minutes of Resources meetings
- RESPONSIBILITY:** Review and interpretation of NLCHC financial statements
Review of Committee mandate
Review of Manuals eg Occupational Health & Safety, Finance / Facilities Manual, Human Resources Manual as required
- TERM:** The Chair, Resources Committee term of office is one year.
Board members serve a three-year term.
- GENERAL DUTIES:** Review meeting agendas and meeting minutes
Provide leadership for committee work
Oversees logistics of committee operations
Reports to full board on Committee's recommendations
Initiates and leads Committee's annual evaluation and work plan
- EVALUATION:** Annually during the board self-evaluation.
- REVIEW DATE:** At the end of the term.
- APPROVAL DATE:** September 2018
- QUALIFICATION & SKILLS:** The member should:
have great communication skills,
have good problem-solving skills;
be approachable;
understand the Committee mandate;
be encouraging/enthusiastic;
have good facilitation skills;
show interest in member's points of view;
ensure decisions are taken and recorded.
- TIME REQUIREMENTS:** In addition to the monthly committee meeting, the Chair will be required to devote extra time to reviewing agendas and minutes and ensuring follow-up on Committee actions.

Reviewed September 2018

Approved by Board of Directors