

# Canadian Congenital Heart Alliance

## Roles and Responsibilities for Members of the Board of Directors



The Board of Directors (Board) supports the work of the Canadian Congenital Heart Alliance (CCHA) and provides mission-based leadership and strategic governance. Board members are responsible for the operation of CCHA, which is a national charitable organization. They ensure that the organization fulfills its mission and abides by the laws governing charitable organizations.

### **Specific Board Member responsibilities include:**

- Serving as a trusted advisor to the president as s/he implements CCHA's strategic plan
- Reviewing outcomes and metrics created by CCHA for regularly evaluating its impact, performance and effectiveness
- Reviewing agenda and supporting materials prior to board and committee meetings
- Approving CCHA's annual budget, audit reports, and material business decisions based on governance best practices
- Assisting in the identification and recruitment new Board Members
- Partnering with the President and other Board members to ensure that appropriate action is taken to successfully achieve CCHA's strategic goals
- Serving on committees and taking on special assignments
- Representing CCHA to stakeholders
- Acting as an ambassador for the organization
- Making an annual monetary donation to CCHA *based on ability*
- Ensuring CCHA's commitment to a diverse Board and staff that reflects the communities CCHA serves

### **Board Terms/Participation**

CCHA's Board Members serve a three-year term (with a Board review to stay on or leave, prior to the AGM). Board meetings are held monthly via teleconference, with the aim to collectively meet in Toronto annually. Committee meetings are held at regular intervals at the discretion of each individual committee.

*Board members are expected to participate in all board meetings. If they miss three or more meetings they may be asked to resign.*

As CCHA is a registered non-profit with federal rules and obligations, we require that board members follow through on their commitments. Board members should have the time and energy to invest in attending meetings and representing the organization.

### **Qualifications**

This is an extraordinary opportunity for individuals who are passionate about CCHA's mission and who have a proven track record of leadership in business, healthcare, government, law, philanthropy, and/or the nonprofit sector.

### **Ideal candidates will have the following qualifications:**

- Professional or personal leadership experience in business, healthcare, community, government, philanthropy, law, or the nonprofit sector

- A commitment to, and understanding of, CCHA's constituencies (preferably based on experience)
- Savvy diplomatic skills, a natural ability to cultivate relationships, and a knack for consensus-building among diverse individuals
- Personal qualities of integrity and credibility, as well as a passion for improving the lives of CCHA's patients and families

Board members are not remunerated; however, they are reimbursed for reasonable expenses related to carrying out Board duties.