

## 2018 BOARD DIRECTOR ELECTION NOMINATION FORM

Nomination Period: September 3<sup>rd</sup> – 25<sup>th</sup>, 2018

All interested and eligible members are encouraged to apply. Please also note that all applications received will undergo an initial review by the Vancouver Division's Nominations Committee.

### Part 1: Understanding Leadership Opportunities at the Division

In accordance with the changes to the BC Societies Act, the Division updated its constitution and bylaws, which were accepted by the membership as part of the 2016 Annual General Meeting and membership vote. The Division's policies and procedures that govern the role of a board member have been changed to reflect the updated bylaws and constitution.

#### **How is governance leadership defined in the current bylaws and constitution?**

As described in the BC Societies Act there must be a separation between the people who provide leadership for the overall governance of the organization and the people who provide leadership by actively engaging in the work of the Division at the committee level.

#### **What does that mean for those who want to get involved?**

If a member is elected to the board of directors of the Vancouver Division, they are ineligible to engage and be remunerated for any activities at the day-to-day operations and programming level of the Division.



***In short, if you are interested in providing leadership with the Division, you need to decide between being a board member or a committee member. A MEMBER CANNOT have both roles within the Vancouver Division of Family Practice.***

#### **Are there any exceptions?**

There is one exception, which is for members interested in serving on the board who are also officially a part of the Vancouver Division's Residential Care Initiative program.

## Part 2: Board Member or Committee Member Options

To provide clarity for members interested in leadership opportunities, the Division has created the following table to describe the two official leadership roles that are currently available. In compliance with the new BC Societies Act (the legislation in which the Division is incorporated) and Division policy, members **CANNOT** serve in both capacities at the same time.

| If you would like to provide leadership in the Vancouver Division of Family Practice...   |   |
|---|---|
| ... by helping set the direction and priorities for the Division, then consider being on the<br>   | ... by actively supporting the implementation of specific Division activities, then consider being on a<br>  |
| <b>BOARD OF DIRECTORS</b>   | <b>COMMITTEE OR WORKING GROUP</b>   |
| Focus:  |   |
| A <i>governance</i> role, meaning your focus is on the <b>overall health of the organization</b> , ensuring decisions (both strategic and financial) are made in the best interest of the Division and its members as a whole. Board decisions support the Division in fulfilling its mission and discharging its accountabilities. | An <i>operational</i> role, meaning your focus is on the <b>effective implementation</b> of the Division's work. Committees recommend and implement projects, events and initiatives that contribute to meeting the Division's strategic priorities.  |
| Perspective:  |   |
| Directors take a systems level perspective, and represent the best interests of the Division and its members as a whole.  | Members bring specialized experience and interest to the area of healthcare that is the mandate of the committee or working group.  |
| Time Commitment and Activities:   |   |
| Majority of time is spent participating in and preparing for monthly board meetings (3 hours each) where the board considers topics to provide guidance and strategic direction for staff and committees. Annually the board reviews and updates the Division's strategic priorities.   | Majority of time is spent participating & preparing for regular committee meetings (monthly or 3 times a year) where planning and implementation work for events and initiatives take place. Members work on projects like the patient mapping, develop websites or new physician resources, or facilitate discussions at events. |

| BOARD OF DIRECTORS (Cont.)  | COMMITTEE OR WORKING GROUP (Cont.)  |
|---|---|
| <b>Remuneration:</b>  |   |
| Board members receive an annual fixed amount for serving. Board members are expected to commit the necessary time required to fulfill their duties.   | Members are paid the current sessional rate for the time they spend at committee meetings and in doing the work of the Division.  |
| <b>Doing the Work of the Division through Committees and Working Groups:</b>  |   |
| <p>Board members can no longer engage in work at the committee or working group level. Activities must remain at the governance level.</p> <p>However, as part of being an informed director, board members are expected to attend committee meetings in the capacity of a “board liaison”. The liaison function includes:</p> <ul style="list-style-type: none"> <li>• Providing a governance perspective during discussions</li> <li>• Being an additional voice ensuring committee activities and initiatives are connecting to the overall strategic priorities of the Division</li> <li>• Gathering committee context to inform better governance decisions</li> </ul> | <p>This is the focus of this leadership opportunity. Availability to join a committee (or a working group of a committee) varies.</p> <p>There are a number of areas that have committees or working groups, including:</p> <ul style="list-style-type: none"> <li>• Continuity of care across the health system</li> <li>• Membership engagement</li> <li>• Mental health and addictions</li> <li>• Advising on the Pathways tool</li> <li>• Primary maternity care</li> <li>• Residential and frail elder care</li> <li>• Resident and New-to-Practice membership engagement</li> </ul> |
| <b>Process to Get Involved:</b>   |   |
| Complete the nominations form (Part 5 of this document), which includes a candidate statement as well as two nominators, who are members in good standing. All applications received will undergo an initial review by the Vancouver Division’s Nominations Committee.  | Opportunities to become a committee member vary depending on available positions. If you are interested in committee or working group involvement, please contact the Division at <a href="mailto:vancouver@divisionsbc.ca">vancouver@divisionsbc.ca</a> or 604-569-2010.   |

## Part 3: Role Description of the Board of Directors

### **Fiduciary Duty and Duty of Care:**

A board member (or Director) is a fiduciary for the Division, meaning a person who holds a legal and ethical responsibility to care for the money or other assets of the organization. A Director acts ethically, and in good faith with a view to the best interests of the Division and its members, and in so doing, supports the Division in fulfilling its mission and discharging its accountabilities. A Director exercises the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Directors with special skill and knowledge are expected to apply that skill and knowledge to matters that come before the Board.

### **Responsibilities and Accountabilities as a Director:**

- Sets, maintains, and commits to the vision, mission and values of the organization.
- Develops strategy (e.g., long-term strategic plan). The 2018 strategic priorities can be found on the Division website by [clicking here](#);
- Keeps up to date with issues and trends that affect the organization;
- Adheres to the Carver Model of Governance;
- Understands and monitors the organization's financial affairs;
- Avoids any potential conflicts of interests;
- Understands and maintains confidentiality;
- Does not represent the specific interests of any constituency or group;
- Acts and makes decisions that are in the best interest of the Division as a whole;
- Creates and/or approves the organization's policies;
- Selects, manages, and supports the organization's chief executive;
- Ensures compliance with governing documents (e.g. constitution and by-laws);
- Ensures accountability and compliance with laws and regulations;
- Attends and prepares adequately for regular board meetings; and,
- Attends committee meetings as a board liaison, as required and agreed upon.

### **Type of Board Members and Term Limits:**

For all types of directors, there will be a limit of three (3) consecutive terms, after which a General Member is not eligible for re-election as a Director until they have ceased to be a Director for at least one (1) year.

There are two types of directors

1. GP Member Directors – General Members in good standing can serve as a GP Member Director, each term being two (2) years in length.
2. Resident Member Directors – Resident Members in good standing can serve as a Resident Member Director, each term being for one (1) year in length.

Please note: Associate Members (e.g. retired members) are ineligible for nomination to the board and are ineligible to nominate a member for a board position.

## Part 4: 2018 Board of Directors Elections Details

### Board Composition and Available Seats:

- The 2018-2019 board will be comprised of 8 members – Seven (7) GP Member Directors and one (1) Resident Member Director
- For this year's election, there are five (5) board of director positions open for election – four (4) GP Member Director positions and one (1) Resident Member Director position.

Applications received will undergo an initial review by the Vancouver Division's Nominations Committee.

### Elections Process:

Directors will be elected by the membership through an electronic voting process facilitated by [www.simplyvoting.com](http://www.simplyvoting.com). Members eligible to vote (actively practicing members and Residents) will be sent an email on October 17 with a unique link to access their online ballot. The voting period is between October 18 at 12:00am PT and November 1 at 11:59pm PT. Election results will be announced and ratified at the Annual General Meeting, taking place on the evening of Thursday, November 8<sup>th</sup>, 2018.

## Part 5: The Board Nominations Form

In expressing my interest in being elected to the Board of Directors, **I acknowledge and declare that:**

- ✓ I am a Member in good standing with the Vancouver Division of Family Practice and the B.C. College of Family Physicians.
- ✓ I have read and understand the information on the board of director role and responsibilities, as well as the elections process (Page 1 of this form).
- ✓ I will commit to the full term as set-out by the results of the election and will participate in monthly Board Meetings.
- ✓ I will complete the Board Nomination Form in full, including a candidate statement, the name and details of two nominators, disclosure, and photo, as outlined below. I agree to have this statement circulated to members and published during the voting period. I understand that this must be submitted to [vancouver@divisionsbc.ca](mailto:vancouver@divisionsbc.ca) no later than **Tuesday, September 25 at 9:00am PT.**
- ✓ Applications received will undergo an initial review by the Vancouver Division's Nominations Committee.

### CANDIDATE INFORMATION FORM

| CANDIDATE INFORMATION:                    |   |   |  |
|---|---|---|--|
| Candidate Name:                           |   |   |  |
| Preferred Telephone:                      |   | <input type="checkbox"/> Home <input type="checkbox"/> Office <input type="checkbox"/> Cell |  |
| Email:                                    |   |   |  |
| Membership Type:                          | <input type="checkbox"/> Physician<br><input type="checkbox"/> Resident | <b>Graduating Date</b><br><i>*For Residents only</i>  |  |
| NOMINATOR INFORMATION:                    |   |   |  |
| Nominator #1 Name:                        |   |   |  |
| <i>*Must be a member in good standing</i> |   |   |  |
| Telephone:                                |   | Email:  |  |
| Nominator #2 Name:                        |   |   |  |
| <i>*Must be a member in good standing</i> |   |   |  |
| Telephone:                                |   | Email:  |  |

Please note: Associate Members (e.g. retired members) are ineligible for nomination to the board and are ineligible to nominate a member for a board position.

### CANDIDATE STATEMENT (350 WORDS MAX)

Please compose your candidate statement, which **WILL** be included on the online election ballot and may be shared with the membership in any Division communicate about the board election. When writing your statement, please be sure to answer the following:

1. Are you or have you already been involved in the Vancouver Division? If so, please describe.
2. What is your experience as a family physician? (Number of years in practice, type of practice, population served, etc.).
3. What leadership, governance or board/committee experience/skills/expertise would you contribute to the board?
4. What do you think should be the Division's top 3 priorities and why?

### DISCLOSURE

Please disclose any potential or perceived conflict of interests.

*\* Conflicts will not preclude you from participating, but will be used as reference for successfully elected board members. These disclosures will NOT be included on the online election ballot.*

### ADDITIONAL ATTACHMENT

Please include a picture of yourself with your submission (via email at [vancouver@divisionsbc.ca](mailto:vancouver@divisionsbc.ca)). This will be published with your statement on the online election ballot.