



## WCFHT Board Policy Manual

WEST CHAMPLAIN  
FAMILY HEALTH TEAM

### Purpose

The Board of Directors, provides governance through policy and strategic direction. The following is the policies that have been set in place to govern the WCFHT structure and functions.

<b>Strategic Plan</b> <ul style="list-style-type: none"><li>• Framework: Articulate the vision, mission and values of the organization.</li><li>• Strategic Priorities and Directions: Develop a strategic plan that specifies the priorities of the organization and the directions to be taken to address identified critical priorities. Review and renew this every 3 years.</li><li>• <i>In Place: Strategic Plan 2014-2017, Quality Improvement Plan 2013-2014</i></li></ul>
<b>Governance Policies</b> <ul style="list-style-type: none"><li>• Policy Development: Develop and implement governance policies and procedures that set the parameters for the Board of Directors in carrying out its leadership and stewardship responsibilities, as well as its fiduciary duty.</li><li>• Policy Implementation: Monitor the implementation of governance policies and procedures through effective reporting and evaluation.</li><li>• <i>In Place: Board Policy Manual, Board Performance Self-Evaluation, QIP Patient Surveying</i></li></ul>
<b>Reporting &amp; Fiduciary Function</b> <ul style="list-style-type: none"><li>• Legal Obligations: Ensure compliance with legal obligations specified in legislation, Letters Patent, bylaws, governance policies and procedures and any significant contractual agreements through defined monitoring and accountability mechanisms.</li><li>• Reporting Processes: Determine and implement the reporting processes required to monitor the achievement of identified strategic priorities and outcomes in order to monitor the overall quality, effectiveness and efficiency of the organization.</li><li>• Financial Stability and Viability: Approve and monitor an annual budget designed to foster financial stability and implement financial practices to accomplish financial viability.</li><li>• <i>In Place: Risk Management Plan, Financial Policies, Annual Operating Plan Submission, Annual Audit, Quality Improvement Plan 2013-2014, QIP Patient Surveying, Complaint Management System,</i></li></ul>
<b>Self Evaluation &amp; Growth</b> <ul style="list-style-type: none"><li>• Effective Governance Team: Recruit and select potential board members who have skills, experience and perspectives that individually and collectively contribute to the effectiveness of the governance team.</li><li>• Board Development: Implement orientation, development and evaluation processes designed to strengthen the leadership capacity of the Board of Directors.</li><li>• Executive Director Authority and Accountability: Define the responsibilities of the Executive Director in a job description, specify employment conditions in an employment contract and identify authority and limitations in governance policy, and implement accountability mechanisms and reporting processes.</li><li>• Performance Evaluation: Evaluate the Executive Director on an ongoing basis, including an annual comprehensive performance review in relation to strategic priorities, identified policy expectations and stated performance outcomes.</li><li>• <i>In Place: Board Member Recruitment Strategies, Complaint Management System, Board Performance Self-Evaluation</i></li></ul>