



## Board Position Description – Regional Coordinator

<b>Policy Type:</b> Board	<b>Approval Date:</b> November 23, 1997
<b>Sub-Category:</b> Governance	<b>Amended:</b> September 10, 1998 November 27, 2000 December 5, 2000 November 28, 2005 February 25, 2009 April 4, 2012
<b>Last Review Date:</b> November 23 2015	<b>Next Review Date:</b> November 2018

### Term of Office and Election of the Regional Coordinator:

The term of office is two years, renewable twice (maximum of three terms). A partial term longer than 12 months is deemed to be a full term. The term of the incoming Regional Coordinator will begin immediately following the Annual General Meeting (AGM). Also refer to the AOM Constitution.

### Board Responsibilities:

- Fulfill duties as outlined in Article 5 of the AOM Constitution
- Determine and support the organization's mission, vision and values
- Ensure a strategic plan is developed and guides the operations of the AOM
- Ensure the budget adequately reflects the organization's program priorities
- Set and support policy on all non-administrative matters
- Provide financial oversight by ensuring proper financial policies are in place and an audit is conducted on an annual basis
- Provide oversight on issues of legal and regulatory compliance, ensuring that AOM's obligations are met
- Represent the AOM to stakeholders and the public as requested
- Serve on AOM Committees and/or Workgroups as required
- Prepare for, attend, and participate in approximately five regular Board Meetings per year (one of these meetings is in-person)
- Prepare for, attend, and participate in the annual two day Board intensive (Board members are asked to be off-call for this meeting only)
- Assist in the hiring and performance review process of the Executive Director as required
- Participate in the Recruitment, orientation and training of new Board members
- Conduct regular performance reviews of the Board as a whole

## Regional Coordinator Responsibilities:

- Act as liaison between members in the region and the Board
- Report on specific activities of the region to the Board and senior staff as required
- Communicate AOM issues to regional members for discussion and feedback as required
- Chair at least two regional meetings per year
- Call together members of the respective region on an as needed basis to deal with specific issues
- Participate in the planning of regional meetings, including working with AOM staff to set agendas and ensure that minutes and other materials are circulated to regional members
- Ensure that the right resources and support are present at meetings that are set up to deal with emerging issues in the region
- Identify appropriate members in the respective region to sit on a variety of task forces and work groups
- Represent the AOM at conferences, meetings with hospitals and/or other meetings in the region where necessary
- Provide resources and support to AOM work that is being conducted in the regions
- In conjunction with the Executive Director, identify members and/or resources that can assist with specific issues as they arise in the region
- Communicate the role of the Regional Coordinator to new members in the AOM
- Train and orient the incoming Regional Coordinator before the incumbent's term elapses
- Approve all regional correspondence prior to its circulation
- Participate in meetings on an as needed basis with the Executive Director to apprise staff of any emerging or current issues in the region

## Estimated Work Hours:

Description	Estimated Hours
Regional work hours (meetings, preparation)	14 hours/year
Board work hours (meetings, preparation)	32 hours/year
Board intensive work hours (meetings, preparation)	18 hours/year
Coordination work hours (meet with other Regional Coordinators/ Executive Director)	18 hours/year
Regional constituent work (field inquiries from members and support members)	36 hours/year

***Approximate hourly commitment: 10 hours per month***

*Also Refer to: Stipend Policy*

*Financial Reimbursement Policy*

*This policy replaces: AOM Policy – Board Descriptions – General*