



Board Position Description – President

Policy Type: Board	Approval Date: February 3, 2000
Sub-Category: Governance	Amended: August 11, 2000 February 25, 2009 November 23, 2015
Last Review Date: November 23, 2015	Next Review Date: November 2018

Term of Office:

The term of office is two years, renewable once. A partial term longer than 12 months is deemed to be a full term. The term of the incoming President will begin immediately following the Annual General Meeting (AGM). If the AGM does not occur in the month of May or June of any given year, then the term of the President will begin on June 1st. 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

President Responsibilities:

- Refer also to Article 5.6 of the AOM Constitution
- Function as Chair of the Board providing leadership to both the Executive Committee and the Board
- Provide leadership to the Board on issues of conflict of interest, and board conduct
- Provide leadership to the Board in the development of board knowledge and skills
- Set the agenda for Board and Executive meetings
- Report to the Board on any activities of the Executive
- Act as the AOM's voice to the public on issues and announcements of major importance to the public and to the profession as delegated by the Executive
- Act as the main liaison between the Board and the Executive Director; meet with the ED to ensure that AOM priorities are implemented
- Interface to government, the MEP, the CMO, the profession and other major interest groups on an as-needed basis and in collaboration with the Executive Director
- Through the Board and Executive Committee and in conjunction with the ED, oversee the implementation of Board decisions and the progress of projects and Board committees
- Provide support and guidance to the Executive Director on strategic matters
- Ensure representation of the AOM at CAM and ICM
- Serve as the AOM representative on the CAM Board of Directors
- Sign cheques and agreements as designated by Board policy
- Serve on the Insurance and Risk Management Committee, or assign a designate to the Committee
- Serve as ex-officio on all other Board committees
- Preside as chair at the Annual General Meeting
- Attend all Regional Meetings
- In collaboration with the ED, lead the new Board member orientation
- Perform any other duties that the Board may, from time to time, assign
- Work with the President Elect to orient them to their upcoming role as President

Availability:

With respect to taking time off from this position, the President can take up to eight weeks off during a year, with no more than one block of one month, and other blocks lasting no longer than two weeks.

*Also Refer to: President Stipend Policy
 Financial Reimbursement Policy*

This policy replaces: AOM Policy – Board Descriptions – General