

Medical Mercy Canada

Position: President

Responsibility

1. Provide leadership, encourage and supervise all activities of the Board of Directors.
2. Ensure the Board has a strategic plan that is reviewed and approved annually by the Board.
3. Ensure the Board is achieving strategic plan priorities
4. Ensure that the annual budget is approved by the Board.
5. Ensure the Board adheres to its bylaws and the Donor Bill of Rights.
6. Prepare the Board's agenda with input from Board Members and senior staff.
7. Chair meetings of the Board, Executive Committee and Member meetings
8. Encourage Board members to participate in meetings and activities.
9. Keep the Board's discussion on topic by summarizing issues.
10. Keep the Board's activities focused on the organization's mission, vision and values.
11. Ensure the review and approval of the mission of the organization at least every 5 years.
12. Evaluate the effectiveness of the Board's decision-making process at least annually
13. Ensure that committee chairpersons are appointed.
14. Serve as ex officio member of all committees, except the nominating committee, and attends their meetings when needed.
15. Ensure that the board identifies and understands major strategic and operational risks and has a plan to mitigate and minimize these risks at least annually
16. Ensure appropriate policies and procedures are in place and reviewed at least annually by the Board or an Executive of the Board to ensure the organization is meeting all applicable CRA requirements, municipal, provincial and federal laws both National and in countries where operations take place
17. Act as one of the signing officers for cheques and other documents, such as contracts and grant applications.
18. Play a leading role in supporting fundraising activities.
19. Chair and present a report for the Annual General Meeting.
20. Orient the new President and provide all relevant documents and information.
21. Approve the hiring and direction of the executive director, including the executive director's employment contract, based on the recommendation of the Board.
22. Support and participate in evaluating the executive director and review compensation at least annually.
23. Carry out other duties as assigned by the Board
24. Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance Medical Mercy Canada's mission, vision and values.

Review Date and Approval Date

The Board of Directors annually reviews the Presidents Job Description.

Approval Date: November 15, 2016

Review Date: September 19, 2017