



*The Calgary West Central Primary Care Network (CWC PCN) has approximately 500 member physicians working in over 132 medical practice locations. Many of these physicians work closely with PCN allied health professionals, including Behavioural Health Consultants, Nurses, Patient Care Coordinators and Social Workers.*

## **COMMITTEE MEMBER AT LARGE (Renewable 1-Year Term)**

The Board of Directors is the legal authority for the Calgary West Central P.G. Co. (CWC P.G. Co.), a not-for-profit corporation comprised of community-based physician members. Through a joint venture with Alberta Health Services, the CWC P.G. Co. operates the Calgary West Central Primary Care Network, a healthcare organization supporting family physician members and their patients, primarily located in the southwest of Calgary.

## **RESPONSIBILITIES**

The CWC P.G. Co. is looking for physician members to serve on one of four advisory subcommittees of the Board. These individuals will be remunerated for their time as per the Board Cost of Governance Policy. They will represent the physician membership in committee discussions and recommendations to the Board. An advisory subcommittee is a collection of individuals who bring unique knowledge and skills that augment the knowledge and skills of the formal Board of Directors in order to more effectively guide the organization. Since the Board of Directors has ultimate governance authority for the organization, the advisory committee is able to focus narrowly on a specific program in order to advise or support the organization.

## **SUBCOMMITTEES OF THE BOARD**

Each subcommittee of the Board will meet on average between four and six times per year for approximately 1.5 hours each meeting. Committee members at large can expect to contribute between six to 10 hours per year to attend committee meetings for which they will be compensated.

### **Finance Audit & Risk Committee**

- Oversight of financial planning and reporting.
- Participates in review of annual budget planning process.
- Review of annual external audit.
- Supports the oversight of regulatory compliance and risk management.

### **Board Development Committee**

- Supports and reviews Board training and development opportunities.
- Supports the facilitation of the annual Board evaluation.
- Develops the agenda and content for the annual two-day Strategic Board Planning Retreat.
- Identifies key competencies needed when recruiting for new Board members.

### **Board Policy & Human Resources Committee**

- Reviews and makes recommendations of Board policies and governance processes.
- Supports the organizations strategic human resources policy review.
- Ensures the organization is adhering to human resources best practices.
- Facilitates the annual performance review of the Executive Director.

### **Membership & External Relations Committee**

- Reviews membership applicants.
- Listens to membership grievances.

- Reviews Annual General Meeting (AGM) Board of Director nominations and AGM business.
- Reviews strategic communications.
- External and Physician Director recruitment.

#### **Activities Associated with Being a Member of a Subcommittee:**

- Preparation for and attendance at regular committee meetings, AGM and other potential meetings with CWC PCN senior leadership.
- Review of the organization's articles and policies and recommending any changes as appropriate; monitoring compliance with Board policies.
- Annual review of committee terms of reference and committee work plan.
- Participation in discussions and decisions on matters of strategy, policy, finance, programs, personnel and advocacy.
- Evaluating the performance of a program, or policy, as advocates for the organization to the community in which you serve.
- Other advisory committees can be created to address a specific organizational need. These advisory committees are temporary and are disbanded as soon as their specific goals are met.

## **QUALIFICATIONS**

Knowledge and skills in one or more areas of Board governance (e.g. policy, finance, programs, personnel and/or advocacy) would be an asset but are not required. As a member of a subcommittee of the Board, this individual will act in a position of trust for the organization's membership and the community and will be responsible for making positive contributions toward the effective governance of the organization. All subcommittee members have a legal duty to act in the best interest of the organization, its members and its funder.

#### **Experience**

- Understanding of primary care as a member physician of the CWC PCN.
- Experience and understanding of the clear distinctions between the role of an advisory committee in relation to the Board of Directors.
- Leadership experience in the community would be an asset.
- Previous experience serving on a Board, task force or committee.
- Board or committee experience in the following areas would be an asset but are not required :
  - Finance/treasury
  - Human resources
  - Policy
  - Risk management
  - Member relations

#### **Key Characteristics**

- Ability to build trusting relationships with fellow Board members and senior staff.
- Passionate about not-for-profit work with a clear, creative and visionary approach.
- Able to commit to be fully engaged and work between meetings to keep fully informed.
- Commitment to the principles of policy governance focusing on fiduciary, strategic and generative issues.
- Positive and constructive contributions in meetings and interacting with others courteously, respectfully and free of animosity.
- Possess sophisticated, thoughtful communication skills, emotional intelligence and independence of thought.
- Ability to balance strong viewpoints with a supportive style in the boardroom.
- Commitment to the work of the organization, adherence to Board policies and maintenance of confidentiality of Board business.



## **FOR MORE INFORMATION**

To learn more about applying to serve on one of our advisory committees, please email [board@cwpcn.com](mailto:board@cwpcn.com) or contact Jonathan Macpherson, Manager of Governance & Policy, at [jmacpherson@cwpcn.com](mailto:jmacpherson@cwpcn.com).