



Executive Role Descriptions

Introduction

The following document outlines the roles and responsibilities of the five executive officers of the Resident Doctors of Canada Board: the President, Vice President, Past President, Treasurer and Board Chair and Corporate Secretary. This document serves to complement the By-Laws of the organization and are subject to regular review and revision by the Governance and Nominating Committee for approval by the Board, as with other Governance Policy documents. Each officer has been assigned an overarching organizational responsibility. The President will serve as the executive officer most responsible for Strategic Direction, Vice President for Strategic Partnerships, Past President for Board Development, Treasurer for Financial Oversight, and Board Chair and Corporate Secretary for Clerical Management. While many duties have been assigned specifically to an individual executive officer or officers, the intent of the executive committee is to function as a team, share responsibilities, divide labour, and be accountable to each other, the Board and the organization's general membership.

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President

The President is a full voting member of the Resident Doctors of Canada Board of Directors.

As the Executive Officer responsible for Strategic Direction, the President:

- Chairs the Executive Committee
 - Leads development of Board meeting agendas.
 - Facilitates the effective operation and management of the Board and its committees
 - When required, signs all By-Laws with the Board Chair or other Officers appointed by the Board
 - Meets on short notice, or, as required, to respond to emergency situations or immediate and pressing issues in the absence of the entire Board's ability to attend to these situations or when convening the entire Board is not feasible
 - Communicates with all Board Members to co-ordinate their input and ensure accountability
 - Ensures that Directors understand the boundaries between the Board's governance responsibilities and management responsibilities of staff or volunteers
 - With the Vice President and Board Chair, addresses any concerns raised about the performance or behaviour of Board Members
- Leads, along with the Executive Director, the strategic planning and annual business planning process of Resident Doctors of Canada, in conjunction with the Board as a whole
- Works closely with the Executive Director in the management of the affairs of the corporation
- Sets the "tone" for the Board and its members to foster ethical and responsible decision-making, appropriate oversight, and best practices in corporate governance
- May attend any committee meeting as an ex officio, non-voting member
- Leads the Board in developing management succession plans
- Is responsible for submitting the President's report to the members for the AGM, at the end of his/her term and in transition to the Past President position

As the External Spokesperson of the Organization, the President:

- Acts as the official spokesperson, speaking on behalf of the Board to members, stakeholders, and media
- Represents the organization at official functions and develops relationships / partnerships / alliances with key stakeholders
- Acts as Resident Doctors of Canada's Liaison Representative to the AFMC Board of Directors, Canadian Medical Association Board of Directors, Canadian Medical Forum, FMEC-PG Collaborative Governance Council, the Royal College Council, and, at the discretion of the Board, any other liaison positions as appropriate
- Chairs the Regional Networking Committee

As the Chair of the Regional Networking Committee, the President:

- Works with staff to create agendas and prepare documents for Committee discussion
- Assists information exchange through regional reporting
- Facilitates communication between Resident Doctors of Canada and PHOs

As a Member of FARC, the President, along with other members of the Committee:

- Works with the Treasurer, Executive Director, contracted financial professionals and external auditor to ensure financial statements are in the format required by the Board and accurately represent the operations and assets for full Board deliberations
- Develops approaches to regularly assess Management Reporting to the Board, the Treasurer's/Executive Director's financial processes and Financial/Investment performance reporting to Board
- Reviews status of legal actions, if any, involving Resident Doctors of Canada and provide direction on resolution

As a Member of the Human Resources Committee, the President, along with the other members of the Committee:

- Manages the recruitment, hiring, and voluntary departure or termination processes for the Executive Director position as required.
- Facilitates setting performance objectives, provides regular direction and feedback, and conducts iterative performance reviews of the Executive Director.
- Solicits feedback from Board Members and stakeholders regarding the performance of the Executive Director.
- Provides feedback to the ED on performance of staff when appropriate.
- Assists in ensuring the Executive Director receives appropriate compensation for their work.
- Oversees the transition period between Executive Directors to ensure continuity within the organization.

Vice President

The Vice President is a full voting member of the Resident Doctors of Canada Board of Directors.

As the Executive Officer responsible for Strategic Partnerships, the Vice President:

- Identifies opportunities for potential organizational collaboration and/or strategic discord with key stakeholder groups
- Develops, along with the President, relationships/partnerships /alliances with key stakeholders
- Acts as liaison representative to the Canadian Federation of Medical Students, other learner organizations where applicable, and, at the discretion of the Board and/or Executive Committee, any other appropriate liaison positions that may arise
- In absence of the President, acts as the official spokesperson, speaks on behalf of the Board to members, stakeholders, and media (as per Resident Doctors of Canada's Media Relations policy)
- In absence of the President, represents the organization at official functions

As a Member of the Executive Committee, the Vice President:

- Chairs the Governance and Nominating Committee
- Assists the President in all of their responsibilities, including ensuring that Resident Doctors of Canada develops and revises as required its strategic priorities and clearly charts its future direction
- In absence of or in collaboration with the President, may exercise duties and powers as the Board may authorize, including signing any document requiring execution on behalf of the Corporation
- Works closely with the Executive Director in the management of the affairs of the corporation
- Assists with development of Board meeting agendas
- Assists with the effective operation and management of the Board and its committees. In particular, oversees reporting structure of the Management Committees
- Meets on short notice, or, as required, to respond to emergency situations or immediate and pressing issues in the absence of the entire Board's ability to attend to these situations or when convening the entire Board is not feasible
- May be appointed as Chair of any Resident Doctors of Canada Committee or be assigned various special projects from time-to-time by the President and/or the Board
- With the President and Board Chair, addresses any concerns raised about the performance or behaviour of Board Members

As the Chair of the Governance and Nominating Committee, the Vice President:

- Works with staff to create agendas and prepare documents for Committee discussion
- Facilitates discussions, records decisions made, provides resources to the committee members to assist them in preparation/research of the various elements
- Works with members across Canada, plus PHOs to find suitable candidates for nomination to the Board, management committees and liaison positions
- Assesses what Board policies, processes and/or structures need to be continuously improved
- Works with staff to ensure implementation of procedures regarding the location of RDoC's Annual General Meeting

As a Member of the Regional Networking Committee, the Vice President:

- Assists the president in setting of agendas
- Facilitates communication and information exchange between Resident Doctors of Canada and PHOs
- Identifies opportunities for collaboration with PHOs on provincial issues with national interest and/or impacts

As a Member of the Human Resources Committee, the Vice President, along with other members of the Committee:

- Manages the recruitment, hiring, and voluntary departure or termination processes for the Executive Director position as required.
- Facilitates setting performance objectives, provides regular direction and feedback, and conducts iterative performance reviews of the Executive Director.
- Solicits feedback from Board Members and stakeholders regarding the performance of the Executive Director.
- Provides feedback to the ED on performance of staff when appropriate.
- Assists in ensuring the Executive Director receives appropriate compensation for their work.
- Oversees the transition period between Executive Directors to ensure continuity within the organization.

Past President

The Past President is a full voting member of the Resident Doctors of Canada Board of Directors.

As the Executive Officer responsible for Board Development, the Past President:

- Serves in an advisory capacity as an association historian and resource to the President, Executive Committee, and Board
- Oversees the election of the new Executive Officers of the Corporation, following the Annual General Meeting
- Casts the deciding vote in the event of a tied vote during elections for Executive Officers
- Works with the Executive Director to ensure development plans for Board Members during their term with Resident Doctors of Canada
- Chairs the Awards Committee
- Chairs the Human Resources Committee
- Oversees planning of any board retreat activities

As a Member of the Executive Committee, the Past President:

- Is an ex officio officer of the Corporation, automatically appointed
- Works with the Board Chair to ensure upkeep of the Board archives
- Submits an archival summary of the past year's events during the early part of his/her term for historical continuity. This summary will be a documentation of the motivations, expectations and intents of the Association
- Ensures a yearly review of amendments to the By-Laws of the Corporation is done
- Assists with development of Board meeting agendas
- Works closely with the Executive Director in the management of the affairs of the corporation
- Assists with the effective operation and management of the Board and its committees
- Meets on short notice, or, as required, to respond to emergency situations or immediate and pressing issues in the absence of the entire Board's ability to attend to these situations or when convening the entire Board is not feasible
- On behalf of the Executive, may represent the organization at official functions or as a liaison representative to one of Resident Doctors of Canada's stakeholders

As the Chair of the Awards Committee, the Past President:

- Oversees all aspects of the annual Awards program, from creation of new Awards, to the selection of recipients, and to the evaluation and revision of the program itself
- Works with staff to create agendas and prepare documents for Committee discussion
- Facilitates discussions and provides resources to the Committee members to assist them in preparation for their decision-making

As the Chair of the Human Resources Committee, the Past President:

- Leads management of the recruitment, hiring, and voluntary departure or termination processes for the Executive Director position as required.
- Leads setting performance objectives, provides regular direction and feedback, and conducts iterative performance reviews of the Executive Director.
- Solicits feedback from Board Members and stakeholders regarding the performance of the Executive Director.
- Provides feedback to the ED on performance of staff when appropriate.
- Ensures the Executive Director receives appropriate compensation for their work.
- Oversees the transition period between Executive Directors to ensure continuity within the organization.

Treasurer

The Treasurer is a full voting member of the Resident Doctors of Canada Board of Directors.

As the Executive Officer responsible for Financial Oversight, the Treasurer:

- Reviews the distribution of funds of the Corporation, including reviewing/approving cheques, vouchers, financial statements and financial reports of the Corporation
- Facilitates effective financial operation and management of the Board and its committees
- Takes proper care and oversight of financial reporting, renders an account of the Corporation, works with FARC to ensure such reports are accurate and in the appropriate/desired format
- Works with the Executive Director to ensure appropriate procedures and practices are in place to prevent fraud and/or malfeasance
- Ensures Generally Accepted Accounting Procedures (GAAP) are understood and used by all financial staff and contractors
- Ensures that Directors understand their responsibilities and requirements for proper financial management of personal expenditures, Committee budgets, and the Corporation overall
- Ensures Resident Doctors of Canada complies with all tax submission and government reporting, and delivers unto the members of the Corporation an Annual Financial Statement
- Leads the Board in monitoring and evaluating the effectiveness of the Corporation's financial systems
- Works with PHOs to ensure timely forwarding of Resident Doctors of Canada member dues collected

As a Member of the Executive Committee, the Treasurer, along with other members of the Committee:

- Works closely with the Executive Director in the management of the affairs of the corporation
- Works with the Executive Director to ensure appropriate procedures and practices are in place to provide accountability to Members, Affiliates and key stakeholders
- Assists with development of Board meeting agendas
- Assists with the effective operation and management of the Board and its committees
- Meets on short notice, or, as required, to respond to emergency situations or immediate and pressing issues in the absence of the entire Board's ability to attend to these situations or when convening the entire Board is not feasible
- On behalf of the Executive, may represent the organization at official functions or as a liaison representative to one of Resident Doctors of Canada's stakeholders

As a Member of FARC, the Treasurer, along with other members of the Committee:

- Work with the Executive Director, contract financial professionals and external auditor to ensure financial statements are in the format required by the Board and accurately represent the operations and assets for full Board deliberations
- Develop approaches to regularly assess Management Reporting to the Board, the Treasurer's/Executive Director's financial processes and Financial/Investment performance reporting to Board
- Review status of legal actions, if any, involving Resident Doctors of Canada and provide direction on resolution

As a Member of the Human Resources Committee, the Treasurer, along with other members of the Committee:

- Manages the recruitment, hiring, and voluntary departure or termination processes for the Executive Director position as required.
- Facilitates setting performance objectives, provides regular direction and feedback, and conducts iterative performance reviews of the Executive Director.
- Solicits feedback from Board Members and stakeholders regarding the performance of the Executive Director.
- Provides feedback to the ED on performance of staff when appropriate.
- Assists in ensuring the Executive Director receives appropriate compensation for their work.
- Oversees the transition period between Executive Directors to ensure continuity within the organization.

Board Chair and Corporate Secretary (known as the Board Chair)

As the moderator of discussions held by the Resident Doctors of Canada Board of Directors, the Board Chair only votes when required to break a tie (in situations where the Board has been unable to reach consensus, and a majority vote is required).

As the Chair of the Board & Member Meetings:

- With Executive and Executive Director, develops agendas
- Chairs Board meetings and ensures they are conducted in an efficient and effective manner
- Directs decision-making processes of the board, including electronically where necessary, adhering to the consensus model
- Attends all meetings of the Board and general/special meetings of the Members, and ensures comprehensive and easily accessible minutes of all such meetings
- With the Vice President and President, addresses any concerns raised about the performance or behaviour of Board Members
- Leads the process of Orientation for new Board Members, and assists the Past President in organizing ongoing professional development activities of all Board Members

As the Executive Officer responsible for Clerical Management:

- May formally call for a meeting of the Directors when directed by the President or Vice-President
- Works with the staff to give notices as required to Board Members and/or Members in compliance with Corporations Canada regulations.
- Works with the staff to facilitate effective communication with members and amongst Board Members
- Works with the staff to ensure transparent reporting to members, the PHOs, and key stakeholders
- Works with the staff to ensure there is a current compendium of all Resident Doctors of Canada By-Laws, in-force resolutions, and approved and in-force Policies to guide the governance and management of Resident Doctors of Canada
- Entrusts the Seal of the Corporation and all books, papers, records, correspondence, contracts and other documents belonging to the Corporation to the Executive Director for proper maintenance and storage
- May certify documents of the Corporation on behalf of the organization

As a Member of the Executive Committee, along with other members of the Committee:

- Works closely with the Executive Director in the management of the affairs of the corporation
- Assists with the effective operation and management of the Board and its committees
- Works with the Executive Director to ensure appropriate procedures and practices are in place to provide accountability to Members, Affiliates and key stakeholders
- Meets on short notice, or, as required, to respond to emergency situations or immediate and pressing issues in the absence of the entire Board's ability to attend to these situations or when convening the entire Board is not feasible
- On behalf of the Executive, may represent the organization at official functions or as a liaison representative to one of Resident Doctors of Canada's stakeholders

As a Member, Governance and Nominating Committee along with other members of the Committee:

- Works with members across Canada, plus PHOs to find suitable candidates for nomination to the Board
- Assesses what Board policies, processes and/or structures need to be continuously improved

As a Member of the Human Resources Committee, along with other members of the Committee:

- Manages the recruitment, hiring, and voluntary departure or termination processes for the Executive Director position as required.
- Facilitates setting performance objectives, provides regular direction and feedback, and conducts iterative performance reviews of the Executive Director.
- Solicits feedback from Board Members and stakeholders regarding the performance of the Executive Director.
- Provides feedback to the ED on performance of staff when appropriate.
- Assists in ensuring the Executive Director receives appropriate compensation for their work.
- Oversees the transition period between Executive Directors to ensure continuity within the organization.