



## BOARD OF DIRECTORS MANUAL

---

CATEGORY:	BOARD	NUMBER: I-016
ISSUED BY:	MANAGEMENT COMMITTEE	PAGE: 1 of 1
APPROVED BY:	BOARD OF DIRECTORS	
DATE OF ISSUE:	February 13, 2001	

---

### **CHIEF EXECUTIVE OFFICER RESPONSIBILITIES**

#### Purpose:

To recognize the separation of responsibility existing between the Board and the Administrative role of the Chief Executive Officer (CEO) for hospital operations and to recognize the accountability of the CEO to the Board.

#### Policy:

The CEO is empowered to make all decisions, create all policies, and authorize all engagements that, upon board request, they can demonstrate to be consistent with a reasonable interpretation of the board's executive limitations and ends, including all board policies and By-laws. The CEO shall report all material facts to the Northumberland Hills Hospital Board of Directors on a timely basis.

#### Procedure:

The CEO is empowered to perform the following on behalf of the Corporation to:

- act as Secretary to the Board of Directors
- act as NHH's chief ambassador and chief spokesperson.
- ensure NHH's shared purpose is entrenched in the organization.
- work with the Board and Senior Leadership to develop and implement both short and long term tactical and strategic plans in accordance with business goals and objectives.
- forge and sustain relationships at the political, regional and municipal level ensuring NHH's role is understood and supported.
- deliver high quality health care services consistent with the directions of the Board and the needs of the community.
- develop and maintain a quality hospital staff that meets the clinical and facility needs of the hospital.
- lead the development and implementation of a comprehensive continuous improvement culture.
- provide quality financial and health services plans for board approval that comply with Ministry of Health and Board directions.
- promote cooperation with other health service providers in the community and at large.
- develop and maintain quality support services required by the hospital's operations using fair and equitable practices to safeguard the reputation of the hospital.

- act as advocate for the Hospital when required to provide information to interested parties, or to promote the Hospital.
- ensure ethical competency and compliance and use of NHH's ethical frameworks.
- establish a strong community presence through regular and open communication and participation in community events.
- promote and encourage the vital role played by volunteers within the organization.
- lend strong support to the Foundation through participation in capital campaigns, annual giving, major gifts, and special event programming.

Approval:

February 2020 revised

March 2021 revised

May 2022 revised

March 2023 revised

March 2024 revised.