

BENNETT AND ALBERT COUNTY HEALTH CARE FOUNDATION

THE ROLE OF THE EXECUTIVE COMMITTEE

In addition to regular Board Member Responsibilities

CHAIRMAN OF THE BOARD:

- Chair Board meetings
- Work in partnership with the Development Staff to ensure that Board resolutions are carried out
- Call special meetings if necessary
- Serve as Chairman of the Executive Committee
- Assist Development Staff with input on Board meeting agendas
- Act as spokesperson for the Foundation.
- Represent Bennett and Albert County Hospital Foundation at special events
- Periodically consult with Board members on their roles and help them assess their performance

VICE-CHAIRMAN OF THE BOARD:

- Serve as a member of the Executive Committee
- Carry out special assignments as requested by the Chairman
- Understand the responsibilities of the Chairman and be able to perform these duties in the Chairman's absence
- Participate as a vital part of the Board leadership

SECRETARY/TREASURER OF THE BOARD:

- Serve as a member of the Executive Committee
- Work with RHA B and Development Staff to ensure that appropriate financial reports are made available to the Board on a timely basis
- Ensure minutes are circulated in a timely manner
- Execute appropriate legal documents as needed
- Review the annual budget and recommend approval or other action by the Board as necessary