

Category: BOARD POLICY – BOARD PROCESS	
Title: TERMS OF REFERENCE: President & CEO	Reference Number: AB 110
Approved by: PHSA Board of Directors BCEHS Board of Directors	Last Approved: June 27, 2019 Last Reviewed: June 27, 2019

I. INTRODUCTION

- A.** The President and Chief Executive Officer (the “CEO”) reports to the Provincial Health Services Authority (PHSA) Board of Directors (the “PHSA Board”) and the BC Emergency Health Services (BCEHS) Board of Directors (the “BCEHS Board”) (PHSA and BCEHS are referred to collectively herein as the “Authority”) and maintains open communication with the Board Chair. The CEO is not a member of either Board.
- B.** The CEO is responsible for:
- i) providing leadership, general supervision, management and control of the operations on a day-to-day basis in accordance with the strategies, plans and policies approved by the PHSA and BCEHS Boards;
 - ii) providing overall leadership and vision in developing the tactics and plans necessary to realize objectives; and
 - iii) managing the Authority to ensure strategic and annual plans are effectively implemented, the results are monitored and reported to the PHSA and BCEHS Boards, and financial and operational objectives are attained.

II. DUTIES AND RESPONSIBILITIES

- A.** Specific duties and responsibilities of the CEO are to:
- i) Lead and manage the Authority within parameters established by the PHSA and BCEHS Boards.

- ii) Develop and recommend strategic plans and policy to the PHSA and BCEHS Boards consistent with the Vision and Mission and the direction and mandate given to the Authority by the Minister. This includes updating and making changes as required, and involving the PHSA and BCEHS Boards in the early stages of developing strategy;
- iii) Successfully implement the corresponding annual operating and capital plans. Review and report regularly to the PHSA and BCEHS Boards on the overall progress and results against operating and financial objectives and initiate courses of action for improvement.
- iv) Ensure development and attainment of the overall financial performance including annual operating forecasts of revenue, expenditures, and operational plans. These forecasts serve as operating and financial guidelines and do not require PHSA and BCEHS Board approval.
- v) Monitor and report to the PHSA and BCEHS Boards all significant operational, financial and material matters relevant to the Authority. This includes external items emanating from Government and stakeholders.
- vi) Authorize the commitment of funds to capital projects included in budgets approved by the PHSA and BCEHS Boards. The CEO may also authorize the commitment of funds to capital projects not included in a budget or otherwise approved by the PHSA and BCEHS Boards to a maximum outlined in the Capital Budget Approval Matrix in the Board Reference Manual; such capital commitments shall be submitted to the PHSA and BCEHS Boards for ratification at the next regularly scheduled PHSA and BCEHS Board meetings.
- vii) Authorize commitment of corporate resources and enter into agreements, contracts, leases, etc. in the ordinary course of business, in order to pursue the approved strategies, plans, and objectives of the Authority, provided however, that major commitments, exposures, and risks shall be reported to the PHSA and BCEHS Boards in a regular and timely basis.
- viii) Identify the principal risks of the Authority's business and implement appropriate systems to manage these risks.
- ix) Direct and maintain a sound, effective organizational structure, and ensure capable management succession, progressive employee training and development programs.
- x) Annually establish and maintain a PHSA and BCEHS Board approved plan for senior management development and succession.

- xi) Establish effective control and co-ordination mechanisms for all operations and activities. Ensure the integrity of the internal control and management systems.
- xii) Ensure quality (efficiency, effectiveness, satisfaction, safety and risk) and access improvement through measurement, analysis and comparison to best practices.
- xiii) Ensure a comprehensive communications program exists which meets the policy expectations of the PHSA and BCEHS Boards.
- xiv) Foster relationships with agencies, universities, professional regulatory bodies, Ministry of Health, other health delivery organizations, special interest groups, the general public and other key stakeholders to encourage understanding and cooperation in the development, implementation and evaluation of the operational and strategic plans of the Authority.
- xv) Manage and oversee the required interfaces between the Authority and the Government and stakeholders and act as the principal spokesperson for the Authority.
- xvi) Ensure the safe, efficient operation of the Authority and ensure compliance with the Authority's environment, health and safety policies and practices.
- xvii) Ensure all operations and activities of the Authority are conducted in accordance with applicable laws and regulations, the Authority's Code of Conduct and Conflict of Interest Guidelines, sound business practices and in accordance with the policies and practices approved by the PHSA and BCEHS Board of Directors.
- xviii) Foster a corporate culture that promotes ethical practices and encourages individual integrity, diversity and social responsibility.
- xix) Act as an ambassador of the Authority in its relationships with other Health Authorities, Government, media, stakeholders and the public and maintain a positive, high profile in the communities which the Authority serves
- xx) In partnership with the First Nations Health Authority, support the Indigenous Health approach, services and wellness objectives.

Policy Created on: October 10, 2002

Revision Dates:

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June 28, 2018

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June 27, 2019

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June 29, 2017

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