

# Terms of Reference: President & CEO

## 1. Introduction

### 1.1. Purpose

- 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”) reporting through the Chair, ensuring PHSA and BCEHS functions within the framework of the strategic plan, Mandate, and policies established by the Board. 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 PHSA and BCEHS 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.

## 2. Responsibilities

- A. Specific duties and responsibilities of the CEO include both internal and external.
  - i) Internal Responsibilities
    - Lead and manage PHSA and BCEHS within parameters established by the PHSA and BCEHS Boards.
    - 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 PHSA and BCEHS 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.
    - 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.
    - 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.

- Monitor and report to the PHSA and BCEHS Boards all significant operational, financial and material matters relevant to PHSA and BCEHS. This includes external items emanating from Government and stakeholders.
- 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.
- 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 PHSA and BCEHS, provided however, that major commitments, exposures, and risks shall be reported to the PHSA and BCEHS Boards in a regular and timely basis.
- Identify the principal risks of the PHSA and BCEHS's business and implement appropriate systems to manage these risks.
- Direct and maintain a sound, effective organizational structure, and ensure capable management succession, progressive employee training and development programs.
- Annually establish and maintain a PHSA and BCEHS Board approved plan for senior management development and succession.
- Establish effective control and co-ordination mechanisms for all operations and activities. Ensure the integrity of the internal control and management systems.
- Ensure quality (efficiency, effectiveness, satisfaction, safety and risk) and access improvement through measurement, analysis and comparison to best practices resulting in the best possible clinical outcomes and patient experience.
- Ensure a comprehensive communications program exists which meets the policy expectations of the PHSA and BCEHS Boards.
- Ensure the safe, efficient operation of PHSA and BCEHS and ensure compliance with PHSA and BCEHS's environment, health and safety policies and practices.
- Ensure all operations and activities of PHSA and BCEHS are conducted in accordance with applicable laws and regulations, PHSA and BCEHS'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.
- Foster a PHSA-wide culture that promotes diversity, cultural safety, a respectful workplace, transparency, ethical practices and encourages individual integrity, speaking up, and social responsibility.
- Lend strong support to the foundations that support the specialized programs of PHSA.
- Instill and cultivate a spirit of research, innovation and education demonstrating leadership and support for lifelong learning.

ii) External Responsibilities

- Foster relationships with agencies, 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 PHSA and BCEHS.
- Foster relationships with First Nations Health Authority, Metis Nation and other Indigenous groups and organizations to advance culturally safe health care practices and equitable access across the province.
- In partnership with the First Nations Health Authority, support the Indigenous Health approach, services and wellness objectives.
- Foster relationships with universities to support research, knowledge and innovation across PHSA's specialized health care programs.
- Manage and oversee the required interfaces between PHSA and BCEHS and the Government and stakeholders and act as the principal spokesperson for PHSA and BCEHS.
- Act as an ambassador of PHSA and BCEHS in its relationships with other Health Authorities, Government, media, stakeholders and the public and maintain a positive, high profile in the communities which PHSA and BCEHS serves.

<b>Effective Date:</b>	23-NOV-2023			
<b>First Released:</b>	10-OCT-2002			
<b>Last Revised:</b>	29-APR-2021			
<b>Last Reviewed:</b>	23-NOV-2023			
<b>Approved By:</b>	PHSA Board of Directors BCEHS Board of Directors			
<b>Owner:</b>	PHSA Governance			
<b>Revision History:</b>	<b>Version</b>	<b>Date</b>	<b>Description/ Key Changes</b>	<b>Revised By</b>
	2.0	21-AUG-2008		
	3.0	26-JUN-2014		
	4.0	18-JUN-2015		
	5.0	28-JUN-2016		
	6.0	29-JUN-2017		
	7.0	28-JUN-2018		
	8.0	27-JUN-2019		
	9.0	29-APR-2021		
	10.0	22-JUN-2023		
	11.0	23-NOV-2023		

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