

ARHCC MSA OFFICER POSITIONS AND RESPONSIBILITIES

PRESIDENT

- Convene and chair all meetings of the general Medical Staff
- Be a voting member of all committees of the Medical Staff of the facility.
- Engages with and represents the collective interests of the ARHCC medical staff.
- Creates a culture of active and constructive engagement including the facilitation of open, candid dialogue and healthy debate.
- Presides at all ARHCC MSA & PES Board and MSA Quarterly Member meetings and manages executive business.
- Ensures the ARHCC MSA & PES adheres to its constitution and bylaws, rules, mission, vision, and goals.
- Acts as the organizational spokesperson (e.g., is the “face” of the organization).
- Plays a leading role in ARHCC MSA & PES events.
- Makes a conscious effort to reach out to individual ARHCC MSA & PES members to engage, promote the ARHCC MSA & PES, and seek their opinion so that they can adequately represent the “voice” of members.
- Prepares ARHCC MSA & PES Board and MSA Quarterly Member meeting agendas with the senior staff person (e.g., Program Manager) with input from other Board members.
- Delegates responsibilities and duties among Board members, and staff, as required.
- Encourages participation of members at meetings.
- Addresses conflicts of interest and interpersonal dynamics.
- In the case of disciplinary action taken with respect to an individual member, informs that member of their rights under the *Fraser Health Bylaws*.
- Attends the monthly ARHCC MHCC and the HSQOMC meetings on behalf of the Medical Staff
- Attends the FH MSAs President’s Council meetings, and participates in the rota of MSA Presidents to attend the FHA HAMAC meetings.
- Facilitates communication and relationships between the ARHCC MSA & PES and the FHA site Leadership (e.g., Site Medical Director, Site Executive Director).
- Attends external FHA or community meetings to represent ARHCC MSA & PES members:
 - Communicates all recommendations and matters of concern from the Medical Staff to the Program Medical Directors, the Regional Department Heads and/or the VP Medicine, HAMAC, the Presidents’ Council and the Fraser Health senior management as appropriate.
 - Receives information as deemed appropriate from the HAMAC, regional programs, the Board, the CEO, Fraser Health or site senior management, the Program Medical Directors, the Regional Department Heads or others and disseminates this information to the medical staff and local community physicians.
- Evaluates effectiveness of Executive decision-making through Board self-assessments.
- Serves as an ex officio member of committees as required and maintains contact with Sub-committee Chairs.

- Recognizes member contributions to ARHCC MSA & PES work.
- Mentors existing Board members and potential new ARHCC MSA & PES leaders.
- Supervises, builds, and maintains a relationship with the Program Manager and other staff, and is responsible for hiring of staff.
- Is available to the Program Manager for consultation purposes.
- Conducts performance reviews on the Program Manager, and other staff with input from other Officers.
- Signing officer for cheques and other documents (e.g., contracts).
- Prepares a President's Report for the AGM.

VICE PRESIDENT

- Works with Board and Program Manager to assist the President in meeting their duties.
- Assumes all the duties and authorities of the President in the absence of the President or the inability of the President to perform the duties of that office.
- Is often (but not necessarily) the successor for the role of President upon their retirement.
- If necessary, seeks physician leadership training opportunities in preparation for future President role.
- Builds and maintains a relationship with the Program Manager and other staff.
- Is available to the Program Manager for consultation purposes.
- Engages with and represents the collective interests of the ARHCC MSA & PES medical staff.
- In consultation with the Board and Program Manager, oversees the organizational strategic planning process.
- Oversees the ARHCC MSA & PES evaluation process.
- May assume the role of Chair for the Working Group (if another member is not appointed).
- Signing officer for cheques and other documents.

SECRETARY

- Represents the breadth of the ARHCC MSA & PES membership.
- Serves on the Board or undertakes other specific activities as requested by the Board.
- Gives notice of all meetings of the Medical Staff (including MSA Quarterly Meetings and AGM).
- Attends to all correspondence of the ARHCC MSA & PES.
- Oversees the recording and storage of information for the ARHCC MSA & PES.
- Keeps copies of bylaws, policy statements, staff records, lists of Directors, committees, and general membership.
- Ensures quorum at meetings.
- Records and keeps copies of official minutes and attendance of meetings.
- Distributes minutes promptly after meetings.
- Maintains annual planning calendar of events and notifies members of meetings, including AGM, MSA Quarterly Member meetings and upcoming events.

- Assumes the duties of the Vice President in the absence of the Vice President or inability of the Vice President to perform the duties of that office, including chairing meetings in the absence of the President and Vice President.

TREASURER

- Oversees the financial controls and procedures of the ARHCC MSA & PES.
- Interprets and abides by the *FE Funding Guidelines*.
- Works closely with the Program Manager (or delegate) to maintain financial records & produce financial reports.
- Oversees day-to-day financial tasks, such as monthly banking, FEMS administration, physician claim approval, quarterly financial statements, annual and quarterly budgeting process, and contractor payments.
- Reviews ARHCC MSA & PES finances regularly to ensure order and accuracy.
- Gives regular reports on the financial status of the ARHCC MSA & PES and leads the Board in understanding and decision-making regarding finances.
- Facilitates the collection of medical staff dues and maintains records of funds received and expended.
- Keeps financial reports on file.
- Oversees the preparation of annual financial statements to be presented to membership at the annual general meeting.
- Ensures that an audit of Medical Staff Association funds is conducted annually.
- Responds to annual audit and ensures audit issues and recommendations are addressed.
- Signing officer for cheques and other documents.

PAST PRESIDENT

- Ensures continuity during governance transition and organizational change.
- Provides advice and historical context for issues.
- Works with the other Directors to help ensure the appropriate succession of MSA Officers
- Supports the President/Chair in their role, provides mentorship as required.
- Acts in an advisory capacity, and serves on the Board or undertakes other specific activities as requested by the Board.
- Assists with the recruitment of new Officers, and Chairs the Nominations Committee, to propose a slate of nominated officers for election, and coordinate the Election process