

MEDICINE HAT & DISTRICT HEALTH FOUNDATION

Policy and Procedure Manual	Title: Position Description – Past Chair	
	Section: Board of Directors	Reference Number: I.2018.003

Position Summary

The Board Past Chair is the senior volunteer leader of MEDICINE HAT & DISTRICT HEALTH FOUNDATION in the absence of the Board Chair and Vice Chair. In the absence of the Board Chair and Vice Chair will be expected to preside at all meetings of the Board, the Executive Committee, and other meetings as required.

Term Limits: The Board of Directors of the Foundation shall appoint a Past Chair from amongst themselves.

Regular Expectations – The Board Past Chair is expected to:

- Attend regular Board meetings.
 - Serve on the Executive Committee.
 - Carry out special assignments as requested by the Board Chair.
 - Understand the responsibilities of the Board Chair and be able to perform these duties in the Chair's absence.
 - Participate as a vital part of the Board leadership.
 - Serve as Chair of the Nomination/Governance Committee.
- In the absence of the Board Chair and Vice Chair please refer to the Board Chair position description. I.2018.002

Signatures/Approvals:

Brent Fisher Board Chair
Name Title

November 2018
Date

Heather Bach Executive Director
Name Title

November 2018
Date