

Policy Title: JBG Position Description for Trustees	Policy Number: 009-JBG	Pages 4
Date: September 29 th 2022	Supersedes: September 27 2018	
Cross Reference: SJHH, SJVD & SJHC Administrative By-laws (document available on the Board Portal) 018-JBG	Issuing Authority: St. Joseph's Hamilton Joint Boards of Governors (JBG)	
Policy Sponsor : SJHH Office of the President	Policy Author: Senior Manager Office of the President	

1.0 Purpose

1.1 The JBG is committed to ensuring that it achieves standards of excellence in the quality of its governance.

1.2 All references to the role of a Trustee of the JBG in this policy include responsibilities to individual Boards of the JBG to which the Trustee is appointed as determined by bylaws and policies.

- SJHH Administrative Bylaws: Article 4-*Duties and Responsibilities of Every Trustee*; Article 7-*Responsibilities of Trustees*
- SJVD Administrative Bylaws: Article 4- *Duties and Responsibilities of Every Trustee*; Article 7- *Responsibilities of Trustees*
- SJHC Administrative Bylaws: Article 6-*Duties and Responsibilities of the Board of Directors*; Article 8-*Responsibilities of the Board Directors*

2.0 Policy Statement

The JBG organizations has adopted this policy describing the duties and expectations of Trustees to maintain standards of excellence in the quality of its governance.

3.0 Procedure

This policy applies to all elected and ex-officio Trustees and is provided to all Trustees before they are appointed to the member Boards of the JBG.

As a member of the JBG and in contributing to the collective achievement of the role of the JBG, the individual Trustee is responsible for the following:

This document is specific to St. Joseph's Hamilton Joint Board of Governors (JBG) activities. The JBG does not accept responsibility for use of this material by any person or organization not associated with the JBG. No part of this document should be used for publication without appropriate acknowledgment. This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and **should always be checked against the electronic version (intranet version) prior to use.**

3.1 Fiduciary Duties

Each Trustee is responsible to act honestly, in good faith, and in the best interest of the organization and, in so doing, to support the agency in fulfilling its mission and vision and in discharging its accountabilities.

A Trustee shall apply the level of skill and judgment that may reasonably be expected of a person with his or her knowledge and experience.

3.2 Accountability

A Trustee is not solely accountable to any special group or interest and shall act and make decisions that are in the best interests of the JBG as a whole. A Trustee shall be knowledgeable of the stakeholders to whom the organization is accountable. They shall appropriately take into account the interests of such stakeholders when making decisions as a Trustee, but shall not prefer the interests of any one group if to do so would not be in the best interest of JBG.

3.3 Education

A Trustee shall be knowledgeable about the following:

- Operations of the organization;
- Health care needs of the community served;
- Duties and expectations of a Trustee;
- JBG's governance role;
- JBG's governance structure and processes;
- JBG's governance policies; and,
- Organization's policies applicable to JBG Members.

A Trustee will participate in JBG orientation sessions, JBG planning retreats and JBG education sessions.

3.4 Teamwork

A Trustee shall develop and maintain sound relations and work cooperatively and respectfully with the JBG Chair, Members of the JBG and Senior Management.

3.5 Community Representation and Support

A Trustee shall represent the JBG and the organization in the community when asked to do so by the JBG Chair. JBG Members shall provide support to the fundraising efforts of the JBG in accordance with their means and shall support the organization through sponsored events.

This document is specific to St. Joseph's Hamilton Joint Board of Governors (JBG) activities. The JBG does not accept responsibility for use of this material by any person or organization not associated with the JBG. No part of this document should be used for publication without appropriate acknowledgment. This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and ***should always be checked against the electronic version (intranet version) prior to use.***

3.6 Time and Commitment

A Trustee is expected to commit the time required to perform JBG and Committee duties. It is expected that a Trustee will devote a minimum of between 10-15 hours per month.

The JBG meets approximately six (6) times a year and a Trustee is expected to attend at least 80% of board meetings.

3.7 Contribution to Governance

Trustees are expected to make a contribution to the governance role of the JBG through:

- Reading materials in advance of meeting and coming prepared to contribute to discussion;
- Offering constructive contributions to the JBG and Committee discussions;
- Contributing his or her special skills, knowledge and expertise;
- Respecting the views of other members of the JBG;
- Voicing conflicting opinions during JBG and Committee meetings but respecting the decisions of the majority even when the Trustee does not agree with the decision;
- Respecting the role of the Chair; and,
- Participating in JBG evaluations and annual performance reviews.

3.8 JBG Trustee Observers at JBG Committee Meetings

Board Trustees are welcome to attend and observe committee meetings of the JBG. The member must notify the Committee or JBG resource lead in advance of their intention to attend.

All observers taking part in a Committee meeting in person or virtually, should refrain from actively participating in the discussions, but may participate if/ when requested by the Committee Chair. When a Committee makes recommendation observers shall not vote.

3.9 Continuous Improvement

A Trustee shall commit to be responsible for continuous self-improvement. A Trustee shall receive and act upon the result of the JBG evaluation in a constructive and positive manner.

3.10 Terms of Renewal

A Trustee is appointed for a term of three years and normally may serve a maximum of nine years. A Trustee's renewal for each term is not automatic and shall depend on the Trustee's performance.

3.11 Declaration

All trustees and committee members of the JBG shall sign the "Declaration of Commitment to Mission and Confidentiality and Conflict of Interest policy" (refer to [018 JBG](#)) upon appointment and renewal of terms.

4.0 Policy History:

December 22nd 2015; September 27th 2018; September 29th 2022

5.0 Next Scheduled Review Date: September 2025

This document is specific to St. Joseph's Hamilton Joint Board of Governors (JBG) activities. The JBG does not accept responsibility for use of this material by any person or organization not associated with the JBG. No part of this document should be used for publication without appropriate acknowledgment. This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and **should always be checked against the electronic version (intranet version) prior to use.**