

BC Family Doctors is the economic and political voice of family doctors in B.C. Joining our Board of Directors is your opportunity to help make an impact on the future of our profession. We celebrate and encourage diversity, and we are committed to creating an inclusive environment. We invite you to provide any information you are comfortable with sharing on our nomination form to assist us in promoting inclusion.

Composition of the Board

The Board is comprised of:

- (a) Officers (Past President, President, President-Elect, Treasurer);
- (b) Chair of the Board;
- (c) Chair of the Economics Committee;
- (d) 16 District Delegates;
- (e) First Five Years of Practice Representative;
- (f) BC Family Doctors Representative to the Doctors of BC Negotiating Committee; and
- (g) Up to five Directors-at-Large who may be appointed by the Board to augment the skill set and/or diversity of the Board. *(None being appointed for 2024-2025.)*

Mandate and Culture

The BC Family Doctors Board of Directors represent members' interests, provide a forum for members to discuss issues important to the profession, and oversee the management of BC Family Doctors.

As leaders of BC Family Doctors, Board Directors recognize that how we work is as important as what we do. Board Directors commit to cultivating a culture of:

- ✓ Honesty and transparency through open and ongoing communication.
- ✓ Respect for diversity of opinion and perspective.
- ✓ Working together as a leadership team.
- ✓ Supporting and mentoring each other.
- ✓ Building community and relationships with other Board Directors and family physician colleagues.

Role of the President-Elect

The President-Elect is a Board Director and does not set or establish policy individually. The President-Elect represents the interests, positions and perspectives of BC Family Doctors as determined by the Board and not their personal views.

In addition to the responsibilities of an individual Board Director, the President-Elect is expected to:

- ✓ Assist the President in the performance of the President's duties as the official head and spokesperson of BC Family Doctors.
- ✓ Work closely with current President and Executive Director to learn the duties of President in preparation to assume office the following year.
- ✓ Be familiar with the purpose, mandate and strategic direction of the organization.
- ✓ Assist in developing and leading the organization's strategic direction.
- ✓ Gain familiarity with the organization's governing rules and policies.

- ✓ Work with the Executive Director on issues regarding the management of the organization.
- ✓ Participate as a voting member on the following committees:
 - Executive (3-4 meetings per year)
 - Economics (3-4 meetings per year)
 - Nominations (3-4 meetings per year)
 - Finance (2-3 meetings per year)
 - Staffing (1-2 meetings per year)
- ✓ Commit to building an equitable working relationship with the President within a team-based environment.
- ✓ Support and participate in ongoing communication between the Officers between meetings.
- ✓ Act as ambassador of the organization.
- ✓ Avoid potential or actual conflicts of interest that are incompatible with service as a Board Director, in accordance with the Competing Interest Policy.
- ✓ Co-sign legal and financial documents on behalf of the organization.
- ✓ Represent BC Family Doctors at the Doctors of BC Representative Assembly (RA).
- ✓ Represent BC Family Doctors in meetings with partner physician organization.

Role of the President

The President-Elect will serve as President upon completion of their term in office. The President's roles and duties are similar to that of the President-Elect (see above), with the following additional responsibilities:

- ✓ Serve as the official spokesperson for BC Family Doctors and speak on issues impacting family doctors to the media, at partner physician organization meetings and events, and other forums as needed.
- ✓ Represent BC Family Doctors and/or the profession of family medicine in meetings with partner physician organizations and other external bodies.
- ✓ Participate as a delegate to the Representative Assembly of Doctors of BC.
- ✓ Work with the Executive Director to prepare Board agendas and determine issues for discussion.
- ✓ Report to the Board, and report to the membership on issues and activities for the profession of family medicine and the organization at the Annual General Meeting.
- ✓ Write a President's Letter (3-4 per year) for distribution to the BC Family Doctors membership.
- ✓ Review and respond to emails and feedback from members in the President's inbox.
- ✓ Assist in developing and leading the organization's strategic vision.
- ✓ Establish an equitable, team-based working relationship with the Officers.
- ✓ Mentor, coach and support the President-Elect, and delegates duties to make the best use of the President-Elect's strengths and to share the leadership load.
- ✓ Cultivate a strong working relationship with the Executive Director and staff team.
- ✓ Manage issues impacting the organization and the profession.
- ✓ Chair the Staffing Committee and oversee the annual performance development of the Executive Director.

Role of the Immediate Past President

The President will serve as the Immediate Past President upon completion of their term in office. The Past President's roles and duties are similar to that of the President-Elect and President (see above), with the following additional responsibilities:

- ✓ Support the President in their role.
- ✓ Support and mentor the Officers to fulfill their duties.
- ✓ Ensure continuity during governance transitions and organizational change.
- ✓ Assist with succession planning.
- ✓ Provide historical context and background to enable informed decision-making.
- ✓ Chairs the Nominating Committee.

Required Skill Set

The President-Elect should possess the following qualities:

- ✓ Leadership skills (as per the [LEADS Framework](#))
- ✓ Experience on Boards and Committees
- ✓ Deep knowledge of the family physician environment
- ✓ Strategic thinking
- ✓ Ability to problem solve
- ✓ Strong verbal and written communication skills
- ✓ Good people skills
- ✓ Ability to mentor others
- ✓ Ability to respect confidences
- ✓ Ability to facilitate and chair a meeting

Term of Office and Time Commitment

The President-Elect will serve as President upon completion of their one-year term of office as President-Elect and will serve as Immediate Past-President upon completion of the one-year term of office as President. The total time commitment is three years.

The President-Elect is nominated and elected at large by the membership.

The time commitment of all three roles is extensive. The position may require restructuring of professional and personal schedules to meet the demands of the role.

As an Officer, the President-Elect / President / Past President is expected to participate in meetings of the Officers, Executive Committee, Standing Committees (Finance, Nominating and Staffing) and the Board of Directors. In addition, the President, over their 3-year term, is expected to represent BC Family Doctors and participate in meetings with external partner organizations, to the media and represent the organization at other events and forums as required.

Logistics

We anticipate five Board meetings a year, with approximately two meetings in person and the three half-day virtual meetings. We will inform all Board members of the meeting schedule upon confirmation of your position on the Board.

Honoraria and Expenses

Honoraria and reimbursement of travel expenses will be provided for all meetings, in accordance with the *Honoraria & Expense Policy*.

The President receives a monthly stipend of \$2,000 in recognition of the additional work required to fulfil the duties associated with the role, in addition to receiving honoraria for meetings.

For More Information

For more information about the role of President-Elect, please contact Executive Director, Alexa Pitoulis at apitoulis@doctorsofbc.ca.

NOMINATION FORM (2024-2025)

Candidate: _____ Email: _____

Doctors of BC ID # _____ Date: _____

Nominator: _____ Email: _____

Doctors of BC ID # _____ Date: _____

Secunder # 1: _____ Email: _____

Doctors of BC ID # _____ Date: _____

Secunder # 2: _____ Email: _____

Doctors of BC ID # _____ Date: _____

Secunder # 3: _____ Email: _____

Doctors of BC ID # _____ Date: _____

Please submit your nomination form by email to sgp.office@doctorsofbc.ca by **11:59 pm on April 14, 2024.**

- All nominators, seconders and nominees must be regular members of BC Family Doctors
- Only those nominations received on the official form(s) will be accepted
- The nominee, nominators and seconders may be contacted for verification

PLEASE COMPLETE THE CANDIDATE INFORMATION FORM BELOW AND RETURN WITH THE COMPLETED NOMINATION FORM.

CANDIDATE INFORMATION FORM

The candidate information form requests information about your leadership and lived experiences as well as a description of your interest in the opportunity. (The provision of any or all of the information is optional.)

Name: _____ Doctors of BC ID: _____

Email: _____ Phone Number: _____

Division of Family Practice: _____

Medical School: _____ Year of Graduation: _____

Total years in practice: _____ Years in Practice: _____

1. Please provide a brief list of your professional history, including previous or current offices held, board memberships, and committee memberships. Please also describe your practice history, community activities etc. (Maximum 500 words)

2. Please indicate why you are interested in being the President-Elect of BC Family Doctors? (Maximum 500 words)

3. What skills, abilities and knowledge do you bring to the role? (Maximum 500 words)

4. Who are you and how do you lead? (Maximum 500 words)