

Board of Directors- Call for Nominations May 8, 2020

The Health Data Coalition Board of Directors has upcoming vacancies for **seven Physician Directors, one of whom is a Specialist, and one Public Director** to achieve the maximum cohort of twelve board Directors. An election will be held at the Annual General Meeting on Sept. 24, 2020.

We invite your help to inspire skilled colleagues to apply. This is your chance to influence the composition of the Health Data Coalition's Board of Directors and contribute to a future-focused, physician-governed not for profit organization. Are you interested in providing leadership for collective impact across BC and improving the use of data to support a learning health system? Do you know a colleague whose expertise would be valuable to this effort?

The Nominations Sub-Committee will recommend that the Members give preference in voting to those candidates who meet the following criteria to ensure a balance of skills, experience, diversity, and geographic representation among all Board members.

Recruitment profile

The Nominations Sub-Committee takes seriously its responsibility to provide candidates who represent diversity in terms of gender, geography, community of practice, EMR use, fee structure, and career cycle. A track record of building collaboration, the ability to provide guidance for organizations navigating change and building relationships is considered essential.

The HDC Board conducts an annual review of the competencies required to serve on the board, noting areas where the HDC Board would benefit from additional skills or knowledge. Collectively, a range of competencies and knowledge need to be exercised by the HDC Board Directors. **No one individual is expected to have all the attributes and skills required.**

For this election, the Nominations Sub-Committee is seeking nominees with an emphasis on the following **priority criteria**:

- Passion and experience in Quality Improvement (QI), and understands a learning health system
- Leadership experiences, engagement skills

- Willing to champion and promote the HDC, utilizing positive relationships across the physician community
- Strategic knowledge of provincial health system dynamics and relationships
- Experience in business sector planning/revenue development in technology that spans the public and private sector.

How to make your nomination

Nominations are requested by midnight on **June 15, 2020**. The nomination form requests a statement of your relevant qualifications and experience, a description of your interest in the opportunity, and contact information for two references.

Please send your nomination form and CV by email to Kate Fagan Taylor, Executive Director at kate.fagantaylor@hdcbc.ca. Nominations from the floor at the AGM will not be accepted.

Each nominee will be expected to have read the HDC Confidentiality and Conduct Policy. The Sub-Committee will liaise with nominees to confirm their qualifications, including:

- Willingness to make a commitment to the mission of the HDC
- Strong interest in working on the advancement of the use of data for QI
- Willing to dedicate an average of 6-12 hours a month, for their term of two years
- Willing to commit to Board meeting participation, and to prepare for all meetings in advance, including:
 - quarterly day-long meeting in person, one being part of a 2-day annual board retreat
 - 3-hour virtual meetings alternate months; and to contribute on at least one Sub-Committee or working group.
 - Outreach within your network to support engagement with physicians and partner organizations to advance the objectives of the Strategic Plan
- Cultural awareness, understanding, and appreciation of diverse cultural needs
- Commitment to act ethically in accordance with the values of the HDC: **Trustworthiness, Collaboration, Quality, Innovation, and Service.**
- Are committed to identify and manage any conflicts of interest, and maintain confidentiality
- Understand the need to base decisions on furthering the HDC mission, and fiduciary duty to the HDC.
- Will accept accountability for group decisions so the Board of Directors speaks with one voice
- Able to efficiently use technology to respond to online communications (emails, web meetings, conference calls) and proactively manage participation

- Have institutional support for their service during the two-year term

Qualified nominees will be confirmed after reference checks and interviews with the candidates. A brief biography will be requested from qualified candidates for inclusion in the package to be circulated in advance with the AGM agenda.

The Nominations Sub-Committee will present all qualified candidates to the Membership for the election and invite the Members to vote with consideration for on the published priorities and the collective competencies required for the board. Nominees will have the opportunity to speak or share a video at the AGM to present themselves as candidates.

The Nominations Sub-Committee will retain applications of anyone not elected in a given year and confirm ongoing interest in being considered for a future vacancy, or for a Board working group if required.

Board Director Responsibilities and Competencies

Board Director Responsibilities

Directors on the HDC Board exercise three core responsibilities:

1. Set the direction for the Health Data Coalition:

- Perform strategic thinking and planning
- Promote a positive public image
- Set mission and vision
- Establish organizational values
- Approve budget

2. Ensure wise use of resources:

- Hire capable executive leadership
- Provide fiduciary oversight
- Ensure resources are being applied to organizational priorities

3. Provide governance-level oversight of the organization:

- Approve the policy framework and policies
- Oversee fiscal management
- Minimize exposure to risk
- Measure progress on strategic plan
- Monitor programs and services
- Provide legal and moral oversight
- Evaluate the Executive Director
- Perform self-evaluation

Additional responsibilities include coordinating and leading various board Sub-Committees and working groups, representing the association at engagement events, and serving as advocates for the HDC in the professional and technological landscape.

Board Director Competencies

The Health Data Coalition Board provides governance for an organization that receives public funding and requires the highest transparency and quality of governance.

The following knowledge and competencies are required of all Directors, once fully oriented to the HDC.

Knowledge

- Be familiar with the HDC's mission, vision, values, and goals (strategic plan)
- Understand the role and function of the HDC in advancing the sharing and use of EMR-generated data to support health service quality improvement
- Understand the Board of Directors' role in proper stewardship
- Understand the HDC's governance structure and policies
- Understand the HDC's programs and services
- Understand the needs of the HDC's members and stakeholders
- Understand the distinct roles and responsibilities of HDC staff and contractors

Strategic Thinking

- Ability to keep the big picture in mind and not allow self or others to be caught up in minutiae
- Ability to think independently, grow in knowledge, and rely on facts rather than opinions
- Ability to be goal and future oriented
- Ability to think critically, ask questions, and challenge unsubstantiated opinions
- Ability to understand issues from different perspectives
- Ability to understand and process substantial amounts of information (print, online, and verbal) effectively and efficiently
- Ability to understand and assist HDC in linking its activities to its strategic direction

Communication

- Ability to articulate ideas, opinions, rationales, and comments in a clear, concise, and logical manner to address the needs of the audience
- Ability to effectively communicate with a culturally and linguistically diverse team of other board members, leadership entities, HDC members, and HDC staff, orally and in writing
- Ability to speak in front of small and large groups using both self-prepared and externally prepared materials, and with a professional demeanor
- Ability to achieve practical consensus in group discussions
- Ability to advocate for the profession and its members

Decision-Making

- Ability to use logic and reasoning to identify issues as well as the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- Ability to make informed decisions efficiently and act when needed
- Ability to be objective about what is best for the whole of the HDC, rather than what is best for a constituency, such as regions or EMR user groups

Collaboration

- Ability to effectively collaborate with the HDC executive director, board colleagues, and staff
- Ability to propose initiatives, while working within the organization's current priorities and respecting decision-making processes/delegated authority
- Ability to constructively propose changes to existing priorities if required
- Ability to interact with other board members in a group setting, both contributing to discussions, and valuing the contributions of all members
- Willingness to exercise and develop chairing skills
- Willingness to develop relationships with external organizations
- Ability to connect individuals, organizations, and initiatives to align strategies and operations

Analytical Skills

- Ability to understand and analyze financial and other reports and publications
- Ability to review and analyze proposed budgets considering resources, strategic goals, and priorities

Competencies specific to physician Directors

The Health Data Coalition Board is a physician-led organization and its governance must be guided by the insights of knowledgeable physicians who can apply clinical insights and awareness of the interests, needs and social contexts of their fellow physicians.

The following knowledge and competencies are required of physician Directors:

- Understand the primary care physician profession in different contexts across the province/across Canada
- Recognize and anticipate opportunities and threats for family physicians in BC that may have direct implications for the HDC
- Experience interacting with diverse health care professionals.
- Understanding the use of an EMR, ideally as a practicing physician

Competencies specific to public Directors (non-physicians)

The HDC operates in a context where financial and business expertise and technical expertise are required to support the Board in considering the best-informed, full range of strategic options and risks, and ensure informed oversight and accountability.

The following areas of knowledge and competencies will be sought in Public Directors (non-physicians):

- Business experience gained from leading successful corporate expansion of private and/or public tech companies, including the generation of revenue from partnerships in a startup situation.

- Expertise in leadership of stakeholder and client engagement across governmental and non-governmental organizations and the development of interprovincial partnerships to support growth, preferably in businesses related to information technology
- Expertise in not for profit governance, financial stewardship, risk, and resource planning oversight
- Expertise in Quality Improvement initiatives, pedagogy, practice improvement and change in complex systems.