

Board of Directors- Call for Nominations May 2022

The Health Data Coalition (HDC) Board of Directors has upcoming vacancies for **Physician Directors**. An election will be held at the Annual General Meeting on September 22, 2022.

We invite your help to inspire skilled colleagues to apply. This is your chance to influence the composition of HDC's Board of Directors and contribute to a physician-governed not for profit organization. Are you interested in providing leadership for collective impact and improving the use of community EMR 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 for 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, ethnicity and career cycle. We are searching for candidates that have a track record of building collaboration, the ability to provide guidance for organizations navigating change and building trusting relationships.

The HDC Board conducts an annual review of the competencies required to serve on the board, noting areas where the 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**:

- Willing to champion and promote the HDC, utilizing positive relationships across the physician community
- Passion and experience in Quality Improvement (QI), and understands a learning health system
- Strategic knowledge of healthcare dynamics and relationships

How to make your nomination

Nominations are requested by midnight on **June 15, 2022**. 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 the attention of Gayle Grout, Executive Director at [hdcmeetings\[at\]hdcbc.ca](mailto:hdcmeetings@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:

- 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 to prepare and attend Board meetings:
 - quarterly day-long in person meetings, one being part of an annual board retreat.
 - 3.5-hour virtual meetings each month; and to contribute on at least one Board 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 (e.g. identify and disclose any conflicts of interest, maintain confidentiality)
- Willing to focus decisions to further the HDC mission, while upholding fiduciary responsibilities to the HDC (e.g. Board of Directors to speak as one voice)
- 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 and headshot 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 to the published priorities and the collective competencies required for the board. Depending on the number of nominees, candidates may have the opportunity to speak or share a video at the AGM. 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:**
 - Set mission and vision.
 - Establish organizational values.
 - Set Strategic Plan.
 - Approve budget.
 - Promote a positive public image.
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.

Board Director Competencies

The HDC 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

- Familiarization 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 QI.
- Understand the Board of Directors' role in stewardship, governance and policies.
- Promote the HDC's programs and services.
- Engage and listen to the needs of the HDC's members and stakeholders.

Strategic Thinking

- Maintain a strategic lens and not be caught in minutiae.
- Think independently, grow in knowledge, and rely on facts rather than opinions.
- Assist HDC in linking its activities to its strategic goals and vision.
- Think critically, ask questions, and challenge unsubstantiated opinions.
- Ability to understand issues from different perspectives and process substantial amounts of information effectively and efficiently.

Communication

- Verbally articulate ideas, opinions, rationales, and comments in a clear, concise, and logical manner to address the needs of the audience.
- As an advocate, present on behalf of HDC using both self-prepared and organizational materials.
- Participate and contribute to group discussion and consensus.

Decision-Making

- Ability to identify issues or concerns, as well as suggest possible approaches, and solutions.
- 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

- Collaborate with the HDC executive director, board colleagues, and staff.
- Propose initiatives, while working within the organization's current priorities and respecting decision-making processes/delegated authority.
- Willingness to develop and exercise board or committee chairing skills.
- Connect individuals, organizations, and initiatives to align mutually beneficial strategies and operations with external organizations.

Financial & Analytical Skills

- Understand and analyze financial reports and other publications.
- Review proposed budgets to validate alignment to strategic goals, and priorities.

Competencies Specific to Physician Directors

The HDC 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 and 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.
- Experience using an EMR in practice.