

Last revised: March 31, 2015  
Approved: April 17, 2015

**Purpose:**

The Chair maintains a key volunteer leadership role at the AOM Benefits Trust in setting direction for strategy and vision in collaboration with Trustees and the Director. The Chair is also responsible for the oversight of risk management, internal controls and adherence to legislative requirements.

**Term of Office:**

The term of office is three years, renewable up to three consecutive terms. The Chair is a standing Trustee of the AOMBT and must have served a minimum of one year as Chair Elect.

**Responsibilities:**

- **Leadership and Governance**
  - Fulfill Trustee duties and responsibilities as noted in the *Trust Agreement*;
  - Understands and demonstrates a commitment to the organization's mission, vision and values;
  - Provides leadership to the Trustees in fulfilling the organization's mission and strategic plan goals and objectives;
  - Develops agendas for Trustee meetings with the Director;
  - Chairs Trustee meetings;
  - Seeks volunteers for committees and coordinates Committee assignments;
  - Serves ex officio as a member of committees and attends their meetings when required;
  - Ensures that Trust matters are handled appropriately and as according to the Trust agreement;
  - Oversight for recruiting and on-boarding of new Trustees;
  - General oversight of committee function;
  - Helps guide and mediate board actions with respect to organizational priorities and governance concerns in collaboration with Governance Committee Chair and Director;
  - Leads the process for evaluating the performance of the organization in achieving its mission and objectives, responding to issues in collaboration with Trustees and/or the Director, where appropriate;
  - Annually reviews matters of governance that relate to the Trust's structure, role, and relationship to internal and external stakeholders;
  - In collaboration with Governance Committee Chair and Director, monitor and participate in process to develop and review the organization's policies;
  - Work with the chair elect/vice chair to provide fulsome on-boarding and knowledge transfer process in transitioning to role as chair;

- Represents the organization to the midwifery community, routinely attending annual meetings and conferences, where required.
- **Human Resource management**
  - Provides regular oversight of recruitment, on-boarding and/or performance management processes for Director of the AOMBT;
  - Is a partner with the Director, AOMBT in achieving the organization’s mission, achieving the strategic plan and to whom the Director is accountable;
  - Regularly meets and discusses issues confronting the organization with the Director;
- **Financial and legal**
  - Provide oversight on issues of legal and regulatory compliance;
  - Monitors financial planning and financial reports;
  - Participates in the process for approving AOMBT’s annual budget and ensures annual audit is conducted and, as authorized signing officer, financial controls are adhered to meeting all legal and fiduciary responsibilities.

**Skills:**

- Extensive professional midwifery experience with additional experience serving as AOMBT Trustee for a minimum of 1 year in current term;
- A commitment to and understanding of AOMBT’s plan member beneficiaries;
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals;
- Personal qualities of integrity, credibility, and a passion for improving the lives of midwives and those in the midwifery community.
- Commitment to understanding and advancing work of the Benefits Trust that supports the midwifery community
- Objectivity and open-mindedness to form own judgments and opinions while not being biased and being open to others’ opinions
- Integrity to ensure organizations behaves in highest ethical standard
- Ability to bring forward issues, where required, and voice opinions
- Sound judgement

**Time Commitment:**

Description	Estimated Hours
AOMBT governance-related work <ul style="list-style-type: none"> <li>• Bi-weekly meetings with Director, AOMBT (1 hour every other week)</li> <li>• Strategic oversight work and preparation/attendance at meetings</li> <li>• Additional meetings/participation, as needed</li> </ul>	6 hours/month
Attendance at committee meetings as Ex-officio (meetings, prep and planning as needed) (min-max.)	Up to hours/month
Attendance a regional meetings (meetings, travel, prep)	15-20 hours/session (Spring/Fall)
Attendance at AOM annual conference	Up to 3 days
General work (review of documents, email work, contracts, planning,	2-4 hours/week

banking, items outside of meeting document review)	
Trust meetings (other than in person)(prep, editing minutes etc) 5x4	20 hours/year
Chair, AOMBT in-person meetings 2 x year (meetings, preparation) – 1 x full-day meeting; 1 x 2-day meeting	10-15 hours per day for attendance and prep
Miscellaneous meetings with stakeholders, orientation, special project work, research, education etc.	80-100 hours /year

**Remuneration:**

*Please refer to the Trustee stipend policy and Chair stipend guidelines*