

# PRIMARY CARE CONNECT

## POSITION DESCRIPTION

### Board Member

#### MISSION STATEMENT OF PRIMARY CARE CONNECT

To work with our community to provide primary health care services that strengthen the ability of individuals and families to make choices that will improve their health and well being.

#### 1. Main Functions of Community Health Service Boards

(provides a context for any discussion in relation to the role and responsibility of Boards)

- To provide leadership by establishing and regularly reviewing the mission, goals, aims objectives and policy parameters of Primary Care Connect in line with government policy and community needs
- To maintain legal compliance and high ethical standards of operation
- To establish and regularly review the duties and responsibilities of the Chief Executive Officer
- To establish a selection process and remuneration package for the Chief executive Officer; to appoint a person to fill a vacancy in the position of Chief Executive Officer, to negotiate the contract and annual performance plan for the Chief Executive Officer, to review performance of the Chief Executive Officer and to provide support for the Chief Executive Officer
- To undertake and approve the strategic and business plan and to approve the Funding and Service Agreements and budget for the operation of Primary Care Connect.
- To establish and approve the organisational structure of Primary Care Connect.
- To approve the operational and financial delegations of Primary Care Connect.
- To monitor the financial, operational and compliance risk exposures of the Community Health Service and to monitor the annual budget
- To establish key financial objectives, with appropriate financial and audit processes in place and ensure that funds are prudently invested
- To monitor the overall performance of Primary Care Connect with regard to service delivery, quality assurance and effective management practices
- To ensure that Primary Care Connect is accountable, responsive, accessible to the local community and appropriately integrated with other service providers to ensure service coordination
- To undertake the processes necessary for the election and appointment of new Board members and
- To ensure that Primary Care Connect takes an active role in local and regional health planning.

**Board members must be able to demonstrate appropriate skills and expertise in at least one of the following criteria:**

- Understanding, knowledge of and commitment to the community being served
- Experience as a Director/Board member
- Business Management expertise
- Financial/Economic expertise
- Experience in Public Sector Administration
- Health Industry knowledge
- Planning and analytical skills
- Law
- Risk Management
- Clinical Governance
- Human Resources
- Strategic Information Technology

.....  
Authorised by Chair, Board of Directors

\_\_\_ / \_\_\_ / \_\_\_  
Date