

KEY RESPONSIBILITIES OF BOARDS OF HEALTH

A key role of the board is to determine and oversee the governance of the organization. The chart below illustrates some of the key responsibilities for each governance area for boards of health (BOHs).

Strategic	<ul style="list-style-type: none"> • Providing strategic leadership and direction by setting the vision, mission and values • Assessing and approving the strategic plan • Determining organizational priorities • Supporting and complying with legislation, regulations, provincial policies and directives • Developing intersectoral alliances and/or partnerships with other stakeholders • Establishing policies and procedures for the management and operation of the board of health (BOH) • Ensuring the planning and delivery of services and programs • Ensuring operational plans are executed within the approved budget
Fiscal Management and Reporting	<ul style="list-style-type: none"> • Reporting on organizational activities to stakeholders and government • Safeguarding and allocating organization's resources through sound fiscal policies and internal controls • Setting and approving the budget • Commissioning independent financial audit
Relationships	<ul style="list-style-type: none"> • Establishing processes for effective communications with stakeholders • Developing effective working relationship with stakeholders and partners • Developing effective working relationship with the MOH/CEO

Quality Management	<ul style="list-style-type: none"> • Ensuring quality assurance processes are in place • Identifying and assessing risks to the health unit and board of health, and developing risk management policies • Meeting expectations of the Accountability Agreements with the Ministry of Health and Long-Term Care • Undergoing a business process audit (accreditation) by an accredited agency • Performing a governance review on a regular basis
Monitoring, Reporting and Evaluation	<ul style="list-style-type: none"> • Monitoring, assessing and reporting on progress of the strategic plan • Assessing and reporting on BOH's performance in achieving strategic outcomes • Ensuring processes are in place to monitor, evaluate and improve outcomes • Ensuring health status and health needs of the population are monitored, reported on and assessed regularly • Monitoring, reporting and assessing outcomes with respect to the Ontario Public Health Standards and Organizational Standards requirements
Management	<ul style="list-style-type: none"> • Establishing policies and procedures for BOH affairs • Ensure ongoing education of BOH members • Establishing sound processes for recruitment and appointment of the MOH/CEO • Hiring the MOH/CEO • Evaluating performance of the MOH/CEO on a regular basis • Assessing performance of the BOH and its members • Reviewing BOH bylaws, policies and procedures on a regular basis • Conducting business with openness and transparency

It is important to note that while the board of health (BOH) works closely with the Medical Officer of Health (MOH/CEO), it is the MOH/CEO's responsibility to lead the health unit in achieving board-approved directions. Therefore, the responsibility for the day-to-day management and operations of the health unit lies with the MOH/CEO.

Reference: Association of Local Public Health Agencies (aLPHa). 2014. *Governance Toolkit for Ontario Boards of Health*. 4-5.