

St. Raphael's is a grassroots charitable organization with a dual vocation: **a 12-bed palliative care home and the first palliative day centre on the Island of Montreal**. We offer **free**, high-quality palliative care in one of the most densely populated areas of Montreal to people living with an incurable illness. With respect and compassion, we welcome people from all walks of life, regardless of their social condition, ethnic origin, sexual orientation and gender identity or religious beliefs.

The origins of St. Raphael's date back to 2008. After the closing of the Church of St. Raphael the Archangel on Lajoie Avenue in Montreal, the Archdiocese of Montreal agreed to transfer the use of this magnificent building and its land to the community, with the intent of enabling a unifying and humanitarian project that would benefit the entire community. A committee composed of former parishioners and people from the business and health care sectors was formed to study and analyze the needs of the community. They found that what the area needed most was a palliative care home and day centre. A Major Fundraising Campaign Committee was created in 2015 to support the incredible mobilization and commitment of numerous partners and volunteers. That is how St. Raphael's was able to open its doors in the fall of 2019.

In order to pursue its mission, St. Raphael's is currently seeking:

THE CHAIR OF THE BOARD OF DIRECTORS OF THE ST. RAPHAEL'S PALLIATIVE CARE RESIDENCE INC.

In this volunteer position, the Chair of the Board of Directors ("**Board**"), will provide strategic governance, emphasizing a long-term vision and decision-making by consensus, leading proactively on key issues and developing policies that will define and guide the current activities of THE ST. RAPHAEL'S PALLIATIVE CARE RESIDENCE INC. ("**St. Raphael's**").

FUNCTION

The Chair of the Board chairs and leads meetings of the Board and directs all aspects of the Board's work. The Chair ensures compliance with all laws, regulations and policies governing St. Raphael's, oversees the organization and smooth operation of the Board and ensures that the Board and its committees discharge their respective responsibilities. The Chair is the principal spokesperson of the Board in its dealings with St. Raphael's and liaises between the Board and St. Raphael's management. The Chair also acts as a spokesperson with respect to outside agencies and government bodies regarding all activities within the Board's purview.

RESPONSIBILITIES

- a) In consultation with the Executive Director, represents St. Raphael's at official meetings and functions; the Chair may delegate this duty, but retains overall responsibility for its performance;
- b) In consultation with the Executive Director, gives interviews to print and broadcast media as required;
- c) Acts as the principal spokesperson of St. Raphael's with respect to government authorities for activities within the Board's purview; the Chair may delegate this duty, but retains overall responsibility for its performance;
- d) Adheres to best governance practices for a non-profit organization (**NPO**);
- e) Convenes and chairs Board meetings, including preparing meeting agendas; the agenda shall consist only of matters that, according to Board policy, are clearly within the Board's (not the Executive Director's) power to decide;
- f) Ensures that the Board's conduct is coherent and complies with St. Raphael's bylaws and the laws of Quebec;
- g) Sees that discussion at Board meetings is appropriate, orderly, efficient and comprehensive and that the directors are given an opportunity to express their opinions;
- h) Chairs all meetings of St. Raphael's Board according to the principles set out in Robert's Rules of Order and St. Raphael's bylaws;
- i) Supervises the coordination and activities of the Board, ensuring that St. Raphael's mission, its bylaws and procedures are complied with and that action to be taken following meetings of St. Raphael's Board is initiated within the agreed time;
- j) Sees that executives who are responsible for matters under consideration report in person at meetings of the Board and its committees;
- k) Sees that the committees operate smoothly, that they discharge their respective mandates efficiently and that they report on the results of their activities to the Board;
- l) Convenes and chairs St. Raphael's Annual General Meeting, including preparing the agenda of the meeting;
- m) Convenes and chairs meetings of the Executive Committee, including preparing the agenda of the meetings;
- n) Provides support and leadership to the Executive Director and facilitates an annual performance review;
- o) Communicates the results of their performance review to each member of the Board;
- p) Reports to the St. Raphael's Board on the activities performed and decisions made by the Executive Committee on behalf of the Board;
- q) Signs the minutes of each meeting of the Board after their approval by the Board;
- r) Signs the annual audited financial statements after their approval by the Board;
- s) Represents St. Raphael's at meetings of external organizations in accordance with the instructions of the Board or the Executive Committee;
- t) Liaises with the provincial palliative care association as required;
- u) Assumes a leadership role in succession planning for the Executive Director;
- v) Focuses on deliverables and the accountability of the Executive Director;
- w) Liaises with the Foundation's board if and when one is established;
- x) Participates in St. Raphael's financing activities.

PROFESSIONAL EXPERIENCE

- a) Recognized management experience as a senior manager or executive;
- b) Practical experience as a director of a business corporation or NPO.

PROFILE AND QUALIFICATIONS

- a) Exceptional leadership qualities;
- b) Strategic thinker, able to consider issues and opportunities objectively and creatively;
- c) Ability to venture off the beaten track and promote innovation;
- d) Ability to assess operational risks and suggest optimal solutions;
- e) Ability to work in a highly collaborative environment;
- f) Strong network of contacts;
- g) Ability to establish relationships of trust with corporate executives and government bodies;
- h) Excellent communication skills;
- i) Bilingual (English and French);
- j) Familiarity with the environment of palliative care homes would be an asset;
- k) Familiarity with the health care or public service sectors would be an asset;
- l) Familiarity with the rules of procedure for St. Raphael's meetings would be an asset.

For more information or to submit your application, please contact the Chair of the Governance Committee, Rita de Santis at ritalcdesantis@icloud.com.