



Manitoba Association of Health Care Professionals **Executive Council Director Position Description**

Code of Conduct:

An Executive Council Director shall ensure that no organizational practice, decision or activity:

- a) Is unethical, illegal or imprudent;
- b) Is not directed towards the mission, vision, values and value statements of the Manitoba Association of Health Care Professionals (MAHCP) as defined by the Executive Council; or
- c) Would cause significant embarrassment or loss of reputation to MAHCP.

An Executive Council Director does not have the authority to act or speak for the Executive Council unless given the mandate to do so by a motion passed by the Executive Council.

- Reads and complies with the Constitution, Code of Conduct, and decisions made by the Executive Council.
- Acts honestly and in good faith with a view to the best interests of MAHCP.
- Exercises the care, diligence and skill that a reasonably prudent person would exercise.
- Demonstrates commitment to the organization through your actions.
- Reports potential conflicts of interest, as per policy.
- Makes comments that are non-judgmental, positive and encouraging.
- Does not interrupt when someone is talking.
- Attends meetings on time and follows timelines in the agenda.
- Maintains confidentiality as per the signed confidentiality agreement.
- Represents the interests of the District that elected them, and of the Association in general.

Responsibilities:

- Attends Executive Council and committee meetings (paid if scheduled to work) and provides volunteer hours to promote MAHCP
- Serves actively on at least one committee of the Council.
- Reads the pre-meeting package and brings it to the meeting. Contacts appropriate Chair if you require clarification on a submitted report.

- Follows through on accepted tasks and/or explain behavior (i.e., be accountable).
- Participates productively in all discussions and decision making of the Council.
- Attends any Strategic Planning Session(s).
- Attends the Annual General Meeting of the Association.
- Assists in assessing the performance of the Executive Council, Chairs, Committees and self.
- Ensures adequate and effective communication between the Association and membership of your District.
- Advocates for positions/concerns from your District.
- Attends meetings or events to represent MAHCP as needed.
- Uses appropriate lines of communication as per Executive Council policy.
- Promotes member engagement within your District.

I understand that in accepting the position of an Executive Council Director I am assuming both legal and ethical responsibilities for the performance of the responsibilities and obligations of the position.

Director's Name: _____
(Please print)

Occupation: _____ Site: _____

Date: _____ Director's Signature: _____

Date: _____ President's Signature: _____