ROLE DESCRIPTION – CHB MEMBER

**What is a Community Health Board (CHB)?**

* Community Health Boards are groups of volunteers from your community. They work together under a legislated mandate, to improve health & wellness where we live, work, play and learn.
* an **advisory board** to the Nova Scotia Health Authority (NSHA); they have a responsibility to ensure community voices are heard and community needs are considered in provincial health planning. They advise on local perspectives, trends, issues, and priorities.

**What does a CHB do?**

* Community Health Boards gather ideas and share information about how to improve and promote health & wellness close to home. They focus on the many factors that affect health & wellness in our communities, including income, education and sense of belonging, among others.
* They share what they have learned about your health & wellness priorities with Nova Scotia Health Authority, IWK Health Centre, and community groups.
* Community Health Boards advocate for actions to promote and improve health & wellness based on what communities say is most important.
* Guided by their Community Health Plans, they develop partnerships with local community groups and they award Wellness Fund grants to local community projects.

**What Does a CHB NOT Do?**

* A CHB is an important advisory board. They are “non-governance” which means they do not govern or manage the delivery of health services, hire or supervise staff, hold funds in their own right, or resolve individual patient care concerns.

**What are the benefits of being a CHB Member?**

* Playing an active role in supporting the vision of the NSHA: “Healthy people, healthy communities - for generations”.
* Developing a broad knowledge and understanding of community and organizations within it.
* Working with partners to support improvements to the Social Determinants of Health in their community.
* Learning more about health processes such as community health planning and public engagement.
* Developing new skills and learning about current health and wellness issues that affect the community.

**What interests/experience/skills do you need to be a CHB member?**

* A member must be a resident of the area served by the CHB and have an active interest in the health and wellness of their community.
* Demonstrate clear knowledge of community health and wellness issues or willingness to learn and an interest in health promotion.
* Awareness and consideration of the Social Determinants of Health.
* Ability to work effectively as a team member to achieve shared goals as identified by the CHB plan(s).
* Willingness and ability to commit the time necessary for the work of the board.

**What is the time commitment?**

* Typically, members are expected to attend one meeting per month, approximately 1.5 to 2 hours in length, 10 months of the year (September to June).
* Additional sub-committee work and meetings may be requested periodically.
* CHB members are appointed for a term of up to three years, with a maximum of two three-year terms of service.
* There will be many opportunities for participation in public engagement, health promotion, sub-committees.

**What training and support is offered?**

* Members will participate in the established volunteer development and engagement process and receive an orientation binder at their first meeting with a formal orientation to the board in the first year.
* Specific training for future roles is provided as they are assumed.
* Ongoing support will be provided by the CHB Coordinator and the Executive committee.

**What is expected of me as a CHB member?**

* A willingness to come prepared to meetings having read review materials, background information, etc
* Attend and actively participate in the meetings and affairs of the CHB and give due notice of non-attendance.
* Maintaining a positive and collaborative working relationship both within the CHB and with the NSHA and other organizations and groups. Observe proper decorum and show respect toward fellow CHB members, NSHA staff and community partners.
* Capacity to look at all sides of an issue and render wise decisions.
* Disclosure of any real or perceived conflict of interest and follow the *CHB Process for Conflict of Interest*
* Support and abide by decisions passed by the CHB
* Adhere to all CHB and NSHA policies and guidelines.
* Recognize the Chair as the spokesperson for the CHB.
* Participation in *annual self and* *board evaluation process*.
* Acknowledge that complaints will be reported at the CHB level investigated and appropriate action taken. This may involve creating an “agreement for improvement” plan, disciplinary action, sanctions or legal action.

**Who are the CHBs and their members accountable to?**

* The Nova Scotia Health Authority (via the CHB coordinator and PECHBS team).
* The communities served by the CHB.
* The other members of the CHB.