

TITLE:	Position Description for the Board Committee Chair		
Manual/Policy#:	Board of Directors # V-A-9	Division:	CPDMH
Original Issue:	November 2018	Issued by:	Board Chair and Board Secretary
Previous Date Reviewed:	Nov/18	Approved by:	Board of Directors
Last Date Reviewed:	November 2020	Cross Reference(s)	

1. POLICY STATEMENT

As part of its commitment to good governance for the Organization, the Board of Directors will establish, approve and periodically review a position description for Committee Chair which will provide a clear explanation of what is expected of the position and serve as a benchmark against which the performance of a Committee Chair can be assessed.

2. SCOPE

This policy is intended to support By-Law No.1, Article 7 which permits the Board to create committees to assist the Board in carrying out its duties and responsibilities. The Board will appoint a chair for each of its committees, unless otherwise agreed by the Board or permitted by by-law.

3. GUIDING PRINCIPLES

N/A

4. DEFINITIONS

N/A

5. PROCEDURE

Role Statement

The Committee Chair is an elected Director and works collaboratively with the Board Chair, the Chief Executive Officer and the assigned staff support provide leadership to the committee. The Committee Chair ensures that the Terms of Reference of the Committee are followed and promotes effective dialogue. The Committee Chair respects that the committee has no direct management role with Carleton Place & District Memorial Hospital staff.

Responsibilities

Agendas:

- Establish agendas in collaboration with staff and preside over meetings of the committee

Work Plan

- With the assistance of staff support, develop a work plan for the committee which ensures that the responsibilities outlined in the committee's terms of reference, as well as any other tasks assigned by the Board, are fulfilled annually

Leadership:

- effectively lead each committee meeting in a manner that encourages thoughtful participation and promotes understanding of complex issues

Expertise:

- Serve as a leader on the matters addressed in the committee's terms of reference

Advise Board Chair:

- Provide advice to the Chair as required on matters discussed by the committee
- Brief the Chair on key issues addressed by the committee that may be controversial

Reports:

- Report to the Board on recommendations brought forward from the committee for decision outside the Consent Agenda as required, answer questions on recommendations brought forward from the committee for decision inside the Consent Agenda

Mentorship:

- Serve as a mentor to committee members and assist the Governance and Nominating Committee with the development of a succession plan for the committee chair

Other:

- Fulfill other responsibilities of a committee chair as established by the Board from time to time

Skills, Attributes and Experience

In addition to the personal attributes required of all Board directors, a committee chair will demonstrate the following skills, attributes and experience:

- Interest and experience related to the work of the committee
- Ability to chair a meeting such that decisions are made in a manner that is respectful and efficient
- Willingness and ability to make the necessary time commitment and required flexibility in work schedule to meet the requirements of this leadership role

Term

A Committee Chair is elected annually by the Board of Directors on the recommendation of the Governance and Nominating Committee for a maximum of three one year terms or until a duly qualified successor is elected or appointed. A Committee Chair is subject to removal by resolution of the Board at any time.

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6. REFERENCES

Carleton Place & District Memorial Hospital By-Law No. 1
Almonte General Hospital Position Description for Board Committee Chairs, V-A-9, last reviewed January 2018
Muskoka Algonquin Healthcare Role Description – Board Treasurer, Policy GOV-5-230, last reviewed June 2012
Quinte Healthcare Corporation Position Description for the Treasurer, Policy V-A-10, last reviewed September 2010
Stevenson Memorial Hospital Position Description for the Board Treasurer, Policy V-A-10, last reviewed April 2015

7. APPENDICES

N/A

Evaluation

This policy will be reviewed every two years.