



CommunityCare
NORTHUMBERLAND

SECTION: Board

POLICY: Board Committees & Committee Chairs

DATE ISSUED: June 20, 2022

NUMBER: BD - 115

REVISED:

REVIEWED:

NEXT REVIEW:

POLICY: The Board of Directors for Community Care Northumberland are responsible for overseeing and approving the establishment of appropriate committees, their chairs, and members, to deal with the work of the Board.

PURPOSE: The principal purpose of the Board's committees is to support and enhance the work of the Board. They provide a training ground for potential Board leaders and allow individual directors and community members to contribute their special expertise. Committees can review and discuss items in depth and recommend particular actions to the Board. Each committee reports, and is responsible, to the Board as a whole.

PROCEDURE:

1. The work of Committees will be guided by each committee's responsibilities as described in its Terms of Reference and by its annual work plan. The work plan will describe ongoing work of the Committee as well as any special projects identified by the Committee for the Board.
2. All Board members are expected to serve at least one committee. The Board chair will canvass Board members annually about their interests and preferences for Committee membership, including whether to remain on their current committee(s). Appointments to Committees will be made considering a director's interests and skills, opportunities for learning and skills development, and the committee's mandate.

While canvassing for Committee interest for the coming year, the Board chair will also solicit interest in assuming the responsibility of the Committee Chair role.

External individuals may be members of a Board Committee in accordance with the membership defined in each committee's Terms of Reference.

3. The Board Chair in consultation with the Executive will make the final recommendations of committee membership and appointment of Committee Chair. Committee chairs will be advised of their role and committee membership by August 30th and prior to the first committee meeting.



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4. Responsibilities and Expectations of a Committee Chair:

- Collaborates with the Board Chair and the CEO to align the work of the committee with the Board's work plan and goals.
- Committee Direction: guide and direct the committee's annual work plan and monitors progress in achieving work plan goals.
- Agendas: Establish agendas for each meeting, in collaboration with the CEO and/or staff support.
- Meeting Management: Presides over committee meetings in a manner that encourages participation and information sharing while moving the meeting toward timely closure and prudent decisions.
- Conduct: Sets a high standard for committee members by modeling, articulation and upholding rules of conduct set out in Board By-laws and policies.
- Presents outcomes for Board approval at Board meetings.
- Ensures subcommittees are created for closer study of specific topics where needed.