



BOARD OF DIRECTORS MANUAL

CATEGORY:	GOVERNANCE	NUMBER: I-008
ISSUED BY:	GOVERNANCE COMMITTEE	
APPROVED BY:	BOARD OF DIRECTORS	PAGE: 1 of 2
DATE OF ISSUE:	APRIL 2011	

SELECTION OF CHAIRS AND VICE-CHAIRS OF BOARD COMMITTEES

Purpose:

To develop and maintain a process of committee Chair and Vice-Chair selection.

Policy:

Each standing and ad hoc committee shall have a Chair who has appropriate experience with and knowledge of the committee mandate and its terms of reference.

Procedure:

A call for interested candidates to chair committees and/or hold Board officer positions is conducted by end of February of each year. The Chair of the Nominating Committee and/or delegate will hold discussions with those who have expressed interest and meet the requirements for these positions.

Following each annual meeting, the Board Chair shall confirm the Chair and Vice-Chair of each committee (except the Medical Advisory Committee).

Generally, no board member shall serve as Chair or Vice-Chair of the same committee for more than three (3) consecutive years.

In the event of a mid-year vacancy in the Chair role of a committee, the Vice-Chair is expected to assume the Chair of the committee role. In the event of a mid-year vacancy of the Vice-Chair position, discussion will again be held with members who may have identified their wish to consider the role and or members of the respective committee.

NOTE: This is a CONTROLLED document as are all management system files on this server. Any documents appearing in paper form are not controlled and should ALWAYS be checked against the server file version (electronic version) prior to use.

Approved:

June 17, 2004

March 2005

April 2011

March 2014 reviewed

March 2016 revised

February 2017 revised

February 2018 reviewed

February 2019 revised

February 2020 revised

March 2021 reviewed

May 2022 revised

March 2023 revised

March 2024 revised

March 2025 reviewed