BOARD OF DIRECTORS MANUAL

CATEGORY:	GOVERNANCE	NUMBER: I-006
ISSUED BY:	GOVERNANCE COMMITTEE	
APPROVED BY:	BOARD OF DIRECTORS	PAGE: 1 of 2
DATE OF ISSUE:	FEBRUARY 2011	

BOARD COMMITTEES

Purpose:

To describe the current Committees of the Board and their core responsibilities.

Current Committees of the Board include the following:

- Governance
- Quality and Safety
- Finance and Audit
- Facilities and Campus Development
- Nominating
- CEO and COS Evaluation and Compensation
- Joint Conference

Policy:

Committees of the Board are responsible for the annual review of the Terms of Reference as well as the development of annual workplan and objectives for each Committee. Committees of the Board shall use a standard reporting format when forwarding action items for Board approval.

Procedure:

1. Review of Terms of Reference and Development of Objectives:
    a. The review of Committee terms of reference shall be conducted at the first meeting of the Committee following the Annual Meeting. Each Committee terms of reference shall be reviewed and approved by the Board of Directors.
    b. Each Committee shall develop objectives to complete for that cycle. Progress on these objectives and the annual work plan will be reviewed mid-year.

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.

2. Reporting format:
    a. Items requiring Board approval shall be documented and distributed to Board of Directors in advance of the Board meeting. At the minimum, the information shall include the following:
        i. recommendation,
        ii. options and/or rationale,
        iii. any supporting information on resources required

    b. Minutes of the Committee shall document the conclusions and recommendations to the Board.

    c. As part of the Committee reports on the Board meeting agendas, Committee Chairs shall be given the opportunity to present the above-noted information and to describe the intent of the recommendation before the Board deliberates and makes its decision on a particular matter.

3. Committee Orientation:

    Committee Chairs will receive orientation on their role and responsibility by the Board Chair prior to the first meeting of the Committee.

    Committee orientation to Committee members will be completed at the first meeting of the Committee after the Annual Meeting. Includes a review of Committee activities from the previous year and current issues to be addressed.

<u>Approved:</u>
February 2001
April 2002
May 2003
February 2011
March 2014 reviewed
March 2016 reviewed
February 2017 reviewed
February 2018 reviewed
February 2019 revised
February 2020 revised
March 2021 reviewed
May 2022 revised
March 2023 reviewed
March 2024 reviewed
March 2025 revised
March 2026 reviewed

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.