



## 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 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. the 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 the role and responsibilities of the role of 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 previous year and current issues to be addressed.

Approved:

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

**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.