



NORTHUMBERLAND HILLS  
**HOSPITAL**  
**BOARD OF DIRECTORS MANUAL**

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**COMMITTEE REPORTS**

**Policy:**

Standing Committees of the Board shall use a standard reporting format when forwarding action items for Board approval.

**Purpose:**

This policy ensures that the Board will be presented with all necessary information required to make an informed decision.

**Procedure:**

1. 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:
  - a) the recommendation,
  - b) options and/or rationale,
  - c) any supporting information on resources required (for example, financial impact analyses, business cases, etc.) .
2. Minutes of the Committee shall document the deliberations, conclusions and recommendations to the Board.
3. 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.

**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:

February 2001

April 2002

May 2003

February 2011

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