BOARD OF DIRECTORS MANUAL

CATEGORY:	GOVERANCE	NUMBER: I-013
ISSUED BY:	GOVERANCE COMMITTEE	PAGE: 1 OF 2
APPROVED BY:	BOARD OF DIRECTORS	
DATE OF ISSUE:	FEBRUARY 2013	

COMMUNITY MEMBERS FOR BOARD COMMITTEES

Purpose:

To facilitate succession planning using the community engagement framework aimed at providing the opportunity for public input to Board's decision-making processes and as a method of succession planning, Northumberland Hills Hospital (NHH) is committed to recruit Community Members to sit on its Board committees.

Policy:

The selection of Directors is governed by the Board's policies, procedures and bylaws in order to meet its governance needs for a skills-based Board.

A maximum of three (3) Community Members may be appointed for each of the Board committees on which they are able to participate.

Procedure:

The Community Members of the Board shall:

1. be recruited and selected as outlined within the Terms of Reference of the Nomination Committee and in compliance with NHH Conflict of Interest Policy.
2. be appointed for a maximum of five years.
3. be active and voting participants on Board Committees and may subsequently be appointed to fill a vacancy of the Board.
4. attend full Board meetings to listen and gain insight into matters before the Board.
5. attend in-camera meetings of the Board at the invitation of the Board Chair.
6. adhere to attendance requirements as set out in the Board's By-Laws for Directors.
7. adhere to the Board policies and procedures and NHH By-Laws.

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 versions (electronic version) prior to use.

8. annually sign a declaration of adherence to the responsibilities of their position, code of conduct and confidentiality agreement.
9. submit a criminal reference check.

Members of the Board may sit as a Community Member for one additional year when their term as Director expires. Members of the Board may also be appointed to sit as a Community Member in the event they resign prior to completing their term as a Director.

The above procedures may be waived or amended at the Board's discretion to address specific needs or circumstances.

References:
NHH By-Laws
NHH Nominating Committee Terms of Reference
NHH Conflict of Interest Policy

Approved:
February 2013
March 2014
January 2016
February 2017 reviewed
February 2018 reviewed
February 2019 reviewed
February 2020 reviewed
March 2021 reviewed
May 2022 revised
March 2023 revised
March 2025 revised
March 2026 revised

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 versions (electronic version) prior to use.