



BOARD OF DIRECTORS MANUAL

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APPROVED BY:	BOARD OF DIRECTORS	
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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;
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;

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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

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 2024 revised