



BOARD OF DIRECTORS MANUAL

CATEGORY:	GOVERNANCE	NUMBER: I-014
ISSUED BY:	GOVERNANCE COMMITTEE	PAGE: 1 OF 2
APPROVED BY:	BOARD OF DIRECTORS	
DATE OF ISSUE:	February 2016	

ADVISORY MEMBERS FOR BOARD COMMITTEES

Purpose:

To provide a policy framework that outlines the roles, responsibilities and term for advisory members of Board committees.

Policy:

To provide the opportunity for public input to Board's decision-making processes and as a method of obtaining the input of advisors, Northumberland Hills Hospital (NHH) is committed to recruiting as needed, advisory members to sit on Board Committees and support the work of the Committees. These individuals are considered active participants without voting privileges. These members are recruited due to their specific knowledge to assist Board Committees in the decision-making process.

A maximum of three (3) advisory members shall be appointed for each of the Board committees on which they are invited to participate.

Procedure:

Advisory members shall:

1. be recruited and selected by the Chair of the relevant Committee through discussion at the relevant Committee and with the Chair of the Nominating Committee;
2. be appointed for the period of time the advisor is required or a maximum of two years with the ability to re-appoint;
3. sit on the Board committees as non-voting members of the Committees;
4. attend a minimum of two thirds of the Committee meetings unless otherwise agreed to by the Chair of the Committee;
5. adhere to the relevant Board policies and procedures and NHH By-laws;
6. annually sign a declaration of adherence to responsibilities of their position, code of conduct and confidentiality agreement.
7. submit a criminal reference check.

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.

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

References:

NHH By-laws

NHH Board Policies

Approved:

February 2016

February 2017 reviewed

February 2018 reviewed

February 2019 reviewed

February 2020 reviewed

March 2021 reviewed

May 2022 revised

March 2023 reviewed

March 2024 revised

March 2025 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 versions (electronic version) prior to use.