GRAND RIVER HOSPITAL

BOARD MANUAL

Approved By:	Board	Number:	3-B-25
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SUBJECT:	**Role Description – Community Members on Board Committees**		

Policy

In accordance with the By-law, the Board may appoint additional members who are not Directors to any Committee of the Board except the Executive Committee and those persons shall be entitled to vote on all matters brought before the Committee.

Role

A community member may be appointed to a Board Committee to contribute one or more of the following:

- Special expertise
- The perspective of a member of the community
- Valuable experience as a former director, and/or
- Skills and knowledge for consideration as a potential future director.

Duties and Expectations

General

The community member Committee member will:

- Attend and participate at meetings of the Board Committee to which the member is appointed; and,
- Participate in an orientation to the Board and Committee, Board planning meetings and Board education sessions.

Standards of Care

A community member, in exercising his/her function and discharging his/her duties as a member of a Board Committee of the Board shall:

- Act honestly, in good faith and in the best interests of the hospital; and,
- Apply the level of skill and judgment that may reasonably be expected of a community member with his or her knowledge and experience.

Contribution to Committee Business

A community member Committee member is expected to make a contribution to the work of the Committee through:

- Reading materials in advance of meetings and coming prepared to contribute to discussions;

- Offering constructive contributions to Committee discussions;
- Contributing his or her special expertise and skill;
- Respecting the views of other Committee members;
- Voicing conflicting opinions during Committee meetings but respecting the decision of the majority when not in agreement;
- Respecting the role of the Chair;
- Respecting the role and terms of reference of the Board Committee(s); and,
- Participating in Board Committee evaluations.

Time and Commitment

A community member Committee member is expected to commit the time required to perform Committee duties.

Attendance

A community member Committee member is expected to attend at least 75% of all meetings of the assigned Committee, Board planning and education sessions.

A community member Committee member is invited to attend open Board meetings and receive minutes, without rights to participate in discussion or vote. Attendance at meetings provides context to the work conducted by Board Committees.

Related Policies

A community member Committee member shall understand and comply with the following Board policies:

- The Board's Code of Conduct Policy;
- The Board's Conflict of Interest Policy;
- The Board's Confidentiality Policy;
- The Ethics and business code of conduct policies of the hospital; and
- Expense reimbursement and perquisites policies.

Term and Renewal

A community member Committee member is appointed for a one year renewable term.

Annual Declaration and Consent

A community member Committee member will execute an Annual Committee Member Declaration and Consent (Form 3-B-2B) immediately upon appointment and annually thereafter.