


GRAND RIVER
HOSPITAL
BOARD MANUAL

Approved By:	Board	Number:	3-B-19
Date Issued:	November 28, 2006	Page:	1 of 2
Last Review Date:	June 25, 2019	Last Revision Date:	June 25, 2019

SUBJECT: **Position Description for a Board Committee Chair**

Role Statement

The Committee Chair leads the Committee to fulfill its mandate and to assist the Board in accomplishing its annual work plan.

Responsibilities

- Review the Committee's annual work-plan
- Provide an orientation for new Committee Members with respect to the mandate and terms of reference of the Committee
- Ensure that the terms of reference of the Committee are executed as effectively as possible
- Establish agendas aligned with the work plan of the Board in collaboration with staff support
- Assign through staff members supporting the Committee, the reports and feedback required for the Committees to function
- Preside over meetings of the Committee
- Ensure a fair discussion, especially when differences and conflicting opinions arise
- Advise the Board Chair on the key issues addressed by the Committee
- Review minutes to confirm that they accurately reflect Committee discussion and recommendations
- Regularly report Committee activities through meeting summaries, and present formal reports and recommendations to the Board as required
- Co-ordinate orientation and continuing education programs relating to the mandate of the Board Committee
- Seek out and recommend new Community Members for the Committee
- Enforce good attendance by members
- Develop a succession plan for the Chair
- Provide an orientation to the incoming Chair

Skills and Qualifications

The Committee Chair shall have proven leadership skills and demonstrate expertise or a willingness to obtain expertise in the subject matter of the Committee. It is desirable, although not mandatory, that the Committee Chair have a minimum of two (2) years' experience as a Board Director and at least one (1) year experience on the Committee.

Term

The Committee Chair will serve an initial term of one (1) year, renewable for an additional term at the discretion of the Governance and Community Engagement Committee and the Board.

Other Related Policies

2-7 Annual Board and Committee Work Plans

4-C-13 Board Recruitment and Succession Planning

4-D-2 Board Orientation

Appendix B: For New Directors and Community Committee Members

Appendix C: For New Committee Chairs