



<b>TITLE:</b>	<b>Position Description for the Allied Boards Committee Chair</b>		
<b>Manual/Policy#:</b>	MRHA Boards of Directors # V-A-9	<b>Entity:</b>	AGH / CPDMH
<b>Original Issue:</b>	AGH: January 2018 CPDMH: November 2018	<b>Issued by:</b>	Allied Boards Chair and Allied Boards Secretary
<b>Previous Date Reviewed:</b>	January 2020	<b>Approved by:</b>	Allied Boards of Directors
<b>Date Reviewed</b>	March 2023	<b>Cross Reference(s):</b>	

**1. POLICY STATEMENT:**

As part of its commitment to good governance for the Almonte General Hospital Corporation and the Carleton Place & District Memorial Hospital Corporation (“the Corporations”), the Allied Boards will establish, approve and periodically review a position description for Allied Boards Committee Chair (“the Committee Chair”) which will provide a clear explanation of what is expected of the position and serve as a benchmark against which the performance of a Committee Chair can be assessed.

**2. SCOPE:**

This policy is intended to support MRHA Common Administrative By-Laws No.1, Article 8 which permits the Allied Boards to create committees to assist the Allied Boards in carrying out its duties and responsibilities. The Allied Boards will appoint a Committee Chair for each of their committees, unless otherwise agreed by the Allied Boards or permitted by by-law.

**3. GUIDING PRINCIPLES:**

N/A

**4. DEFINITIONS:**

N/A

**5. PROCEDURE:**

**Role Statement**

The Committee Chair is an elected Director and works collaboratively with the Allied Boards Chair, the Integrated Chief Executive Officer (“the CEO”) and the assigned staff support to provide leadership to the committee. The Committee Chair ensures that the Terms of Reference of the committee are followed and promotes effective dialogue. The Committee Chair respects that the committee has no direct management role with staff of the Corporations.

**Responsibilities**

**Agendas:**

- Establish agendas in collaboration with staff support and preside over meetings of the committee

This material has been prepared solely for use at the Almonte General Hospital (AGH), Carleton Place & District Memorial Hospital (CPDMH), Fairview Manor (FVM) and Lanark County Paramedic Service (LCPS). AGH/ CPDMH/ FVM/ LCPS accepts no responsibility for use of this material by any person or organization not associated with AGH/ CPDMH/ FVM/ LCPS. NO part of this document may be reproduced in any form for publication without permission of AGH/ CPDMH/ FVM/ LCPS.

**Work Plan**

- With the assistance of staff support, develop a work plan for the committee which ensures that the responsibilities outlined in the committee's terms of reference, as well as any other tasks assigned by the Allied Boards, are fulfilled annually

**Leadership**

- Effectively lead each committee meeting in a manner that encourages thoughtful participation and promotes understanding of complex issues;
- Ensure a fair discussion, especially when differences and conflicting opinions arise

**Expertise**

- Serve as a leader on the matters addressed in the committee's terms of reference.

**Advise Allied Boards Chair**

- Provide advice to the Allied Boards Chair as required on matters discussed by the committee
- Brief the Allied Boards Chair on key issues addressed by the committee that may be controversial

**Reports**

- Report to the Allied Boards on recommendations brought forward from the committee for decision outside the Consent Agenda as required, answer questions on recommendations brought forward from the committee for decision inside the Consent Agenda

**Mentorship**

- Serve as a mentor to committee members and assist the Allied Boards Governance and Nominating Committee with the development of a succession plan for the Committee Chair.

**Meeting Minutes:**

- Ensure that approved meeting minutes are signed by the Committee Chair of the meeting

**Other**

- Fulfill other responsibilities of a committee chair as established by the Allied Boards from time to time

**Skills, Attributes and Experience**

In addition to the personal attributes required of all Directors of the Allied Boards, the Committee Chair will demonstrate the following skills, attributes and experience:

- Interest and experience related to the work of the committee
- Ability to chair a meeting such that decisions are made in a manner that is respectful and efficient
- Willingness and ability to make the necessary time commitment and required flexibility in work schedule to meet the requirements of this leadership role

**Term**

A Committee Chair is elected annually by the Allied Boards on the recommendation of the Allied Boards Governance and Nominating Committee for a maximum of three one year terms or until a duly qualified successor is elected or appointed. A Committee Chair is subject to removal by resolution of the Allied Boards at any time.

**6. REFERENCES:**

Almonte General Hospital and Carleton Place & District Memorial Hospital Common Administrative By-Laws No. 1

Muskoka Algonquin Healthcare Role Description – Board Treasurer, Policy GOV-5-230, last reviewed June 2012

Quinte Healthcare Corporation Position Description for the Treasurer, Policy V-A-10, last reviewed September 2010

Stevenson Memorial Hospital Position Description for the Board Treasurer, Policy V-A-10, last reviewed April 2015

**7. APPENDICES:**

N/A

**Evaluation**

This policy will be reviewed every two years.