

<b>Manual</b>	<b>GOVERNANCE POLICY</b>		<b>POLICY</b>
Section 5.0	Board Effectiveness – Governance Policy Framework		
<b>Title</b>	<b>BOARD COMMITTEE CHAIR POSITION DESCRIPTION</b>		
Issuing Body/ Prepared By	Governance and Nominating Committee		
Approved by	Board of Directors		<b>Number:</b> GOV 5.60
Effective Date Revised Date	O. January 2009	Version 1	<b>File Name:</b> "Lhgdata"(J:)/Dept'l/Admin/ CorpDev/Corp&Board Planning/ Governance Policy/5.60 Board Committee Chair Position
Controlled document. Any documents appearing in paper form must be used for reference purposes only. The on-line copy on the file server above must be considered the current documentation.			

**Role Statement**

A Committee Chair, working collaboratively with assigned staff support, provides leadership to the committee. He or she ensures that the terms of reference of the committee are followed. He or she effectively manages issues to promote effective dialogue. He or she respects that the committee has no direct management role with Hospital staff.

**Responsibilities**

***Agendas:***

Establish agendas, consistent with the Board approved committee work plan, in collaboration with staff support and preside over meetings of the committee.

***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 Board Chair:***

Advise the Board Chair on the key issues addressed by the committee.

***Report to the Board:***

After each committee meeting, with the assistance of staff support, prepare a decision-support summary, as applicable, for submission to the Board.

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***Work Plan:***

With the assistance of staff support, develop a work plan of goals and objectives that fulfills the responsibilities of the committee and is consistent with the Board work plan.

***Mentorship:***

Serve as a mentor to committee members and with the Board Chair develop a succession plan for the chair.

**Skills, attributes and experience:**

A Committee Chair will possess the following personal qualities, skills and experience:

- All of the personal attributes required of a Director;
- 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 commit time to the responsibilities of the Committee Chair;
- Demonstrated commitment to continuous learning and self-development in areas of skills and expertise required by the Board and that will enhance Board effectiveness;
- Demonstrated commitment to the Principles of Governance and Board Accountability.

**Term**

A Committee Chair shall be elected by the Board for a one (1) year term. An individual may be re-elected to chair the same committee or may be elected to chair a different committee following completion of his/her term.

**Monitoring:**

- Method:
1. Participation in annual assessment of the Board as a whole
  2. Participation in annual performance evaluation based on responsibilities outlined and provisions included in the By-laws.

Frequency: Annually