



Huron Perth Healthcare Alliance

GOVERNANCE & STAKEHOLDER RELATIONS COMMITTEE

Terms of Reference

MEMBERSHIP

Past Chair (Committee Chair)
Board Chair
Vice-Chair
Chair of Quality Committee
Chair of Resources & Audit Committee
Alliance Chief of Staff
Alliance Site Chief
Board Member-at-Large
Local Advisory Committee Representatives (1/site)
President & Chief Executive Officer
Chief Nursing Executive

STAFF REPRESENTATIVES

Vice-President, People & Chief Quality Executive
Director, Human Resources & Environmental Services
Executive Director, Stratford General Hospital Foundation
Director, Information Technology, Communications & Materials Management

FREQUENCY OF MEETINGS

The Committee shall meet 4 times/year and at the call of the Chair.

VOTING

- All Directors (elected and ex-officio) may vote at Board Sub-Committee Meetings.
- Community members are entitled to vote, provided the Elected Directors comprise a majority.

QUORUM

- The majority of voting members.

RESPONSIBILITIES

The Governance & Stakeholder Relations Committee is responsible to the Board for the following:

- Establishing procedures for monitoring the functioning of the Corporation in relation to its objects and mission as stated in the *Act* and the *By-Laws*.
- Overseeing Board succession planning, recruitment and nominations process.
- Ensuring comprehensive orientation and continuing education and development for Board and Committee members.
- Ensuring that Board Meeting Education Sessions provide opportunities to keep Board members informed of changing health policies and trends.

- Reviewing the results of the annual Board evaluation.
- Developing new and periodically reviewing existing governance policies and processes.
- Overseeing planning of Board Advances.
- Annually conducting an evaluation of the President & CEO, and overseeing annual goals and objectives set.
- Annually conducting an evaluation of the Alliance Chief of Staff and overseeing annual goals and objectives set.
- Overseeing Board Committee structure, effectiveness and membership.
- Reviewing governance issues as referred by the Board of Directors.
- Overseeing the Strategic Planning process and monitoring the progress of the Strategic Plan priorities.
- Reviewing and making recommendations regarding amendments to the Corporate By-laws.
- Oversee the organization's Communication Plan and development of internal and external communication strategies to support positive working relationships with stakeholders.
- Provide guidance in relation to the development and implementation of specific communication objectives, strategies and tactics that include but are not limited to government relations, community engagement, media relations, crisis communications, website development, printed promotion materials and special events.
- Monitor media exposure to provide guidance to the President & CEO as required.

Rev. August 2019