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CATEGORY:	Part V-A – Ensure Board Effectiveness	PAGE:	1 of 2
SUBJECT:	POSITION DESCRIPTION FOR A COMMITTEE CHAIR		

A. Role

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

B. Responsibilities

Agendas

Review agendas in collaboration with the staff support and ensure alignment with the annual work plan approved by the Board of Directors (Board).

Meetings

Preside over meetings of the committee. 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

In instances where the Board Chair is unable to attend any given meeting, being either a member or ex-officio member of all Board standing and ad-hoc committees, advise the Board Chair on the key issues addressed by the committee.

Report to the Board

After each committee meeting, with the assistance of the staff support, prepare a briefing note for submission to the Board.

Mentorship

Serve as a mentor to committee members.

C. Qualifications

Proven ability to lead a meeting such that decisions are made in a manner that is respectful and efficient;

Willingness and ability to commit time to leadership of the committee;

Ability to communicate, listen and seek others' input; and

Be respected for personal and professional integrity, wisdom, intelligence and judgment.

D. Appointment

Appointed by the Board for a term of two (2) years, with the option to renew for an additional one (1) year on the recommendation of the Governance and Nominating Committee.