

<b>Policy Title:</b> JBG Committee Chair Position Description	<b>Policy Number:</b> 005-JBG	<b>Pages</b> 3
<b>Date:</b> September 29 2022	<b>Supersedes:</b> September 27, 2018	
<b>Cross Reference:</b> SJHH, SJVD & SJHC Administrative By-laws (available on the Board portal)	<b>Issuing Authority:</b> St. Joseph's Hamilton Joint Boards of Governors (JBG)	
<b>Policy Sponsor :</b> SJHH Office of the President	<b>Policy Author:</b> Senior Manager Office of the President	

### 1.0 Purpose

To clarify roles and responsibilities of the JBG Committee Chair's position.

### 2.0 Application

This policy applies to all JBG Committees and sub-Committees.  
Only voting JBG Trustees are eligible to be appointed Chair or Vice-Chair of any JBG Committees or sub- Committees.

### 3.0 Policy Statement

#### 3.1 Presiding Trustee

The Committee Chair is responsible for:

- a. Setting agendas for committee meetings with management and ensuring matters dealt with at meetings appropriately reflect the committee's role and annual work plan.
- b. Ensuring that meetings are conducted according to applicable legislation, hospital by-laws, and Governance policies.
- c. Facilitating the business of the committee, including preserving order at meetings.
- d. Encouraging input and ensuring that the committee hears all sides of a debate and/or encourages full discussion.
- e. Encouraging all committee members to participate.
- f. Facilitating consensus at committee meetings.

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- g. Ensuring relevant information is made available to the committee in a timely manner and that external advisors are available to assist the committee as required.
- h. Ruling on procedural matters during meetings.

### **3.2 Goal Setting**

The Committee Chair is responsible for ensuring processes are in place for goal setting:

- a. The Committee Chair will work with management to ensure that a process is in place to establish an annual work plan for the committee, and that this work plan is synchronized with the annual goals and objectives of the JBG, the fiduciary and legislative responsibilities of the JBG and with the terms of reference of the committee.
- b. The Committee Chair will also ensure that the committee reviews its terms of reference annually and submits for approval to the JBG.

### **3.3 Report to JBG**

The Committee Chair will ensure that the minutes of the meeting go before the JBG for information following each meeting and any motions or actions are presented to the JBG for approval as appropriate. The Committee Chair will also respond to inquiries of the JBG on the proceedings and accomplishments of the Committee.

### **3.4 Feedback to Committee**

Where applicable, Committee Chair will provide feedback to the Committee from the JBG.

### **3.5 Committee Member Orientation**

The Committee Chair will work with management to plan for and assist in the orientation, mentoring and ongoing education of new Committee members and the incoming Committee Chair as required.

### **3.6 Agenda Setting and Minutes**

The Committee Chair and management will review the draft agenda prior to each Committee meeting and sign the approved set of committee minutes.

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### **3.7 Responsibilities of JBG Committee Vice- Chair Position**

The JBG committee Vice Chairs will act for and assume all responsibilities of the committee Chair in her/his absence

### **3.8 Term**

Term of Committee Chair and Vice Chair is for two years with option for renewal for one additional term.

### **4.0 Policy History:**

October 29<sup>th</sup> 2015; September 27<sup>th</sup> 2018; September 29 2022

### **5.0 Next Scheduled Review Date:** September 2025

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