

Policy Title: Community Representation (Non JBG Trustee) on JBG Committees	Policy Number: 007-JBG	Pages 3
Date: September 29 2022	Supersedes: September 27 2018	
Cross Reference: 018-JBG	Issuing Authority: St. Joseph's Hamilton Joint Boards of Governors (JBG)	
Policy Sponsor : SJHH Office of the President	Policy Author: Senior Manager Office of the President	

1.0 Purpose

We value input and feedback from community members who live and/or work in the communities served by the St. Joseph's Hamilton Joint Boards of Governors (JBG). We also value the perspective they bring from the broader community which enriches their contributions to the deliberations and policy planning of Committees of the JBG.

- Community members are expected to conduct themselves in an ethical and professional manner. This commitment includes proper use of authority and appropriate decorum in group and individual behaviour. They are expected to support decisions made at Board committees and comply with all bylaws and policies of JBG member organizations (SJHH, SJVD, and SJHC).
- Community members must avoid any conflict of interest with respect to fiduciary responsibilities. Any conflict of interest must be declared either verbally or in writing at the beginning of any meeting. Community members shall refrain from discussing and voting in respect to the matter on which a conflict has been declared.
- Community Members are welcome to attend and observe JBG Board and committee meetings. The member must notify the Committee or JBG resource lead in advance of their intention to attend.

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- All observers taking part in a Board or Committee meeting in person or virtually, will refrain from participating in the discussions, but may participate if/ when requested by the Board or Committee Chair. When the Board or Committee makes recommendation observers shall not vote

2.0 Recruitment

2.1 JBG Community Members:

Annually, the JBG Nominating Committee determines the number of vacancies and expertise required to fill community member positions on JBG committees. Recruitment strategies will include various means to identify potential JBG Community Member candidates.

Candidates are asked to submit their curriculum vitae (CV) and cover letter identifying their intent inclusive of relevant skills. The Nominating Committee of the JBG reviews all submitted CV's, identifies and interviews potential candidates and recommends candidates to the JBG and SJHS Board for approval.

Should a community member vacate his/her position prior to the end of the term, the Nominating Committee will determine when and if the vacancy will be filled. Recruitment of such candidates will follow the same process.

2.2 Ad Hoc Committees Community Representation:

Recruitment for these committees is focused on individuals with specific task related expertise needed to carry out the functions of the committee and will include the same criteria for selection as outlined in section 3.0

Membership shall be reviewed on an annual basis to determine whether different skill sets are required as different phases of the committee work progresses.

3.0 Criteria Used in Selection of Community Members for JBG Committees

- 3.1** Personal value system that would enable commitment to endorse, support and promote the values expressed in the Mission and Vision statement of the JBG and SJHH, SJVD, SJHC.
- 3.2** Honesty and integrity.
- 3.3** Broad based interest in volunteer community services.
- 3.4** Appropriate skills and expertise (through use of skills matrix).

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- 3.5** Interest in and commitment to healthcare and betterment of the community.
- 3.6** Aptitude for group problem-solving and decision making relative to complex and multifaceted issues.
- 3.7** Ability to conceptualize significant issues affecting health care and SJHH, SJVD, SJHC.
- 3.8** Ability to communicate effectively.
- 3.9** An absence of potential conflicts of interest and ability to recognize and manage potential conflicts of interest.
- 3.10** Ability to attend orientation and participate in continuing education
- 3.11** Abide by the Privacy and Confidentiality policies.
- 3.12** Ability to attend at least 80% of all regularly scheduled committee meetings.

4.0 Term of Appointment

- 4.1** One two (2) year term which is reviewed on an annual basis
- 4.2** Option of a second two (2) year term

5.0 Voting

- 5.1** Community members of the JBG Committees have full voting privileges at the Committee level to which they have been appointed.

6.0 Declaration

All Community members of the JBG shall sign the "Declaration of Commitment to Mission and Confidentiality and Conflict of Interest policy" (refer to 018 JBG) upon appointment and renewal of terms.

7.0 Policy History:

November 26th 2015; September 2018; September 29 2022

8.0 Next Scheduled Review Date: September 2025

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