

# Lanark Renfrew Health & Community Services

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## **Board Affairs Committee – Terms of Reference**

**PURPOSE:** The Board Affairs Committee is a standing committee of the Board. The committee oversees the make-up of the board membership and recommends ways of strengthening the board as may be indicated. The committee also acts as the Constitution Standing Committee of the Board.

### **FUNCTIONS:**

#### **1. Board of Directors, Executive and Committee Succession Planning**

- a. Through the Nomination Sub-Committee, studies the profile and composition of the Board each year, and recommends qualifications and skills that would be of value to the membership of the board for subsequent years.
- b. Co-ordinates the recruitment of candidates for the Board to fill Board vacancies, and maintains a roster of potential board members.
- c. Recommends candidates to fill Board vacancies at the Annual General Meeting.
- d. Oversees the elections process at the Annual General Meeting.
- e. Oversees the selection/election of the executive officers

#### **2. Board Member Support and Education**

- a. Ensures that the Board Manual is up-to-date.
- b. Participates in the orientation process of potential and new board members.
- c. Through regular monitoring, provides support to board members and others as appropriate.
- d. In collaboration with the Board, identifies board development and education priorities.

#### **3. Board Development**

- a. Recommends to the Board procedures and programs that will enhance the accountability and work of the board.
- b. Develops and implements an annual board self-evaluation.
- c. Develops and implements a monitoring tool to identify strengths and challenges facing the day-to-day work of the board as a whole, as well as individual Board members.
- d. Ensures that the board receives feedback from monitoring and evaluation tools so that they may address any challenges effectively.
- e. Ensures that the Executive Director evaluation is conducted each year and that the forms used are collecting information of value.
- f. Oversees composition and functioning of Board Committees.
- g. Oversees the planning of the AGM.

#### **4. Acts as the Constitution Committee of the Board**

- a. Ensures that there is a regular (minimum bi-annual) review of the By-Laws
- b. Recommends any changes or revision to said By-laws to the board.
- c. Ensures that any recommended changes are circulated to the general membership in advance of the Annual General Meeting so that these recommendations can be tabled and voted on appropriately.
- d. Ensures that any other legal requirements of the Board are met.

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## 5. **Monitors Accreditation Process**

Through the Accreditation Sub-Committee the Board Affairs Committee ensures that:

- a. the accreditation process remains current.
- b. the staff have required resources to prepare the organization for the review
- c. the board is informed of status
- d. the board is informed of results of review and any organizational response if required.

**FREQUENCY OF MEETINGS:** Monthly or as required.

**REPORTING REQUIREMENTS:** The committee is responsible to report to the Board of Directors

**MEMBERSHIP:** The committee shall include the ED or designate, up to three representatives from the community-at-large, a minimum of two board members and up to two staff. The Executive Director will designate a staff member to serve as a staff resource to this committee.