

Alexandra Marine & General Hospital	MANUAL: Administration Manual	Revision Date: August-13-2021
Approved by: Board	Terms of Reference Community Advisory Committee	Original Date: October-3-2016

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Purpose

To provide advice, consultation and education to inform the Board’s decision-making and strategic planning processes to achieve sustainable health care services.

Objectives

To appoint a Chair from the Community Advisory Committee membership, excluding the Board of Directors representative, every two years. Chairs may fulfil more than one two-year term.

To nominate three persons to be members of the AMGH Corporation on an annual basis. These nominations will be approved by resolution of the Board.

To provide input and education to the AMGH board on issues of importance to the community served by the Hospital, including:

- providing advice and consultation in the development of the AMGH’s mission, vision and values;
- providing advice and consultation in the development of the AMGH’s strategic plan;
- providing advice and consultation on any AMGH board decision to add or eliminate services and programs at the local Hospital organization;
- providing advice and consultation on local community health and wellness issues;
- providing advice and consultation to the board of any identified needs for advocacy in the community
- attending the annual strategic planning retreat with the AMGH board;
- working with the AMGH board to organize the annual general meeting of the Hospital corporation, together with other information sessions held by the AMGH for the local community;
- at the request of the AMGH board (who will be working closely with the Foundation and Auxiliary in making this request), assisting with the coordination of efforts in the community among the AMGH and the local Hospital’s auxiliary and foundation, particularly as it relates to major fundraising campaigns;
- attend regular board meetings as guests and participate in the Annual General Meeting; and
- To serve as a training ground for future AMGH board members. To that end, the Governance and Nominating Committee shall encourage the Community Advisory Committee to nominate candidates whenever a vacancy on the AMGH’s board arises, and the Governance Committee shall give particular consideration to such candidates. The policies, procedures and skills matrix for Board of Director selection and appointment will be followed
- Nominate a CAC member to participate on the Recruitment & Retention Committee

Membership

- Community Representatives (maximum of three as recommended by the Committee)
- Chair, Hospital Foundation or designate
- President, Hospital Auxiliary or designate
- Director from the AMGH Board
- Physician
- AMGH Vice-President or Designate
- One Municipal Council representative from each of ACW, Bluewater, Central Huron and Goderich
- Executive Director, MVMC-Ex Officio

Chairperson(s)

The committee will appoint the Chair every two years.

Recorder

Executive Assistant to the President & CEO

Terms of Appointment

Based on appointment by position or by length of term

Quorum

Quorum shall consist of the majority of voting members. Members must attend 75% of meetings to retain membership on the Committee. Other interested individuals or representatives may attend in accordance with the AMGH Board open meeting policy.

Frequency of Meetings

The Community Advisory Committee shall meet at least quarterly

Meeting Venue

AMGH, or Virtual Platform, i.e., WebEx, as required

Meetings or proceedings may be recorded by audio or video means for the purposes of ensuring meeting minute and document accuracy. Any recordings are deleted after the meetings.

Circulation

Minutes are circulated to members of the Community Advisory Committee, AMGH Board of Directors and Medical Advisory Committee

Reporting Relationship

AMGH Board of Directors and Medical Advisory Committee

Evaluation

Evaluation of meeting process to be completed at the end of each meeting

Confidentiality

In the course of committee business, confidential information may become known to committee members. Members have a responsibility to keep such information confidential.

Conflict of Interest

Committee members have a duty to ensure that the trust and confidence in the integrity of the decision-making processes of the organization are maintained. Members will ensure that they are free from conflict, potential or perception of conflict in their decision-making. It is important that all committee members be held accountable to understand and acknowledge their obligations when a conflict of interest, potential or perceived arises.

Communication

Committee communications are subject to the approved Communications Policy of the AMGH Board

Approval Process	<ul style="list-style-type: none"> • Board of Directors • Governance & Nominating Committee • Community Advisory Committee • Governance & Nominating Committee 	<p>2021-04-12</p> <p>2021-03-19</p> <p>2021-03-18</p> <p>2021-02-19</p>
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