

	<h1>Policy</h1>	Section Board Governance	Number 02-017
Title Joint Conference Committee – Terms of Reference	Original Effective Date April 2003	Review/Revised Date(s) Jun. 2004, Sep. 2006, Aug. 2010, Aug. 2011, Aug. 2013, Sept. 2014, Jan. 2016	
	Next Review Date: December 2018		
	Authorization: Board Chair	Signature: 	

## **Policy**

### **Membership**

Chair of the Board (*Chairperson of the Committee*) (*voting*)

Vice-Chair of the Board (*voting*)

Director (*voting*)

One Medical Staff (*voting*)

Chief of Staff/Chief of ER (*Alternate Chairperson of the Committee*) (*voting*)

President/Chief Executive Officer (*non-voting*)

Recorder

### **Frequency of Meetings**

The Committee shall meet at the call of the Chair or any two (2) members of the committee.

### **Responsibilities**

To the extent that the Board delegates these governance responsibilities to the Committee, the Committee is responsible for the following duties:

1. Provide a forum for discussion of sensitive issues of mutual interest to the Board, the Medical Staff, and Hospital Leadership, which are not appropriate for any other Board Committee. As appropriate, provide a report to the Board and Medical Advisory Committee.
2. Perform such other duties as may be requested by the Board.

### **Evaluation**

A committee self-assessment is available if required, and each committee member will complete if requested (Appendix A). The results of the self-assessment will be utilized to measure and improve committee effectiveness.

The Chair of the committee will receive completed forms and report results to committee members at the following meeting.

### **Related Documents**

Appendix A – Committee Self-Assessment

**APPENDIX A**

**SOUTH HURON HOSPITAL ASSOCIATION  
Joint Conference Committee**

**Committee Self-Assessment**

	Strongly Agree	Somewhat Agree	Disagree	Strongly Disagree	Not Applicable
<b>Terms of Reference and Composition</b>					
1. The committee has clear and appropriate Terms of Reference					
2. The committee has the right number of members					
3. The committee has members with the skills and expertise that are needed by the committee					
<b>Committee Management</b>					
4. The committee meets at the appropriate time of day					
5. I received orientation to the committee that was helpful to me as a member of the committee					
6. The committee is receiving the support from hospital management that it requires					
7. Information is received sufficiently in advance of the meeting					
8. The committee meets the right number of times over the year					
<b>Committee Effectiveness</b>					
9. The committee is working effectively					
10. The committee performed its annual work plan					
<b>Chair Effectiveness</b>					
11. The chair is prepared for committee meetings					
12. The chair keeps the meetings on track					
13. The chair fairly reports on committee's work to the board					
14. The chair encourages participation and manages discussion					
<b>Overall Committee Performance</b>					
15. Overall, I am satisfied with my contribution to the committee					
16. Overall, I am satisfied with the committee's contribution to the board					

Comments and suggestions for improvement to committee processes:

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