

	<input type="checkbox"/> Policy <input type="checkbox"/> Procedure <input type="checkbox"/> Protocol <input checked="" type="checkbox"/> Terms of Reference	Section Board Governance	Number 02-037
	<b>Community Engagement Committee – Terms of Reference</b>		
<b>Date Issued: October 2016</b> <b>Date Review/Revised:</b> <b>Next Review Date: October 2017</b>			
<b>Owner:</b> President & Chief Executive Officer	<b>Reviewer(s):</b> Executive, Governance & Planning Committee	<b>Approver:</b> Board of Governors	
<b>Cross Reference:</b>			

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### **Membership**

Board Member (*Chair of Committee*)  
Chair of the Board  
President/CEO (*non-voting*)  
Executive Committee Member  
Board Member  
Community Member  
Consulting ad-hoc members as needed (non-voting)

### **Frequency**

Committee shall meet at the call of the Chair.

### **Responsibilities**

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

- To establish and monitor a community engagement program that promotes a positive active presence for South Huron Hospital Association (SHHA; the Hospital) in the community, consistent with the Strategic Plan and the vision, mission, and values of the hospital.
- To be guided by the Communication and Engagement Strategy / Framework

### **Duties**

1. Monitor and report to the board on current and planned community outreach initiatives.
2. Periodically review and make recommendations to the board regarding changes to and expansion of programs compatible with financial, technological, and human resources available, as well as legislative requirements.
3. Evaluate and make recommendations to the board regarding communication tools
4. Evaluate and support current effective outreach initiatives while seeking to expand farther into the community beyond current users of medical services and self-identified interested stakeholders.
5. Address any other communication issue as referred by the Board of Directors.
6. Minutes/reporting: the Chair of the Community Engagement to provide a report to the Board of Directors.

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### **Evaluation**

Annually (May) each committee member will complete committee self-assessment template (attached). 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

**SOUTH HURON HOSPITAL ASSOCIATION  
Community Engagement 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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