

Finance and Audit Committee Terms of Reference

Approved February 12, 2014

Purpose:

The Finance and Audit Committee shall oversee the financial affairs of the corporation and recommend financial policy to the Board of Directors to meet the financial targets set by the Board of Directors, and ensure the security and maintenance of property and equipment.

Responsibilities:

1. To coordinate and review the annual budget planning process for Brock CHC and make recommendations to the Board of Directors for approval of an annual budget.
2. To periodically monitor and review reports on the financial performance and financial forecasting of Brock CHC.
3. To develop and recommend to the Board of Directors financial policies required to ensure the financial stability and integrity of the organization.
4. To ensure that Brock CHC is complying with financial policies issued by the Central East Local Health Integration Network (CE LHIN), the Ministry of Health and Long-Term Care (MOHLTC), and other funding sources.
5. To ensure that Brock CHC is complying with financial reporting requirements of the CE LHIN, the MOHLTC, and other funding sources.
6. To coordinate and review the financial audit for Brock CHC on an annual basis.
7. To ensure that appropriate actions have resulted from any recommendations arising from the financial audits of the organization.
8. To assume leadership for any fundraising efforts of Brock CHC.
9. To ensure that Brock CHC has appropriate policies and protocols in place to protect, maintain and secure property, equipment and other assets.

Membership:

The Finance and Audit Committee will have a minimum of three and a maximum of five members from the current Board of Directors, appointed by the Board of Directors. The Treasurer must be a member of the committee.

Frequency of Meeting:

The Finance and Audit Committee will meet a minimum two times per year.

Quorum:

Quorum will be 50% of the committee.

Term of Office:

A maximum of six years, or as determined by the By-Laws.

Chair:

The Chair of the Committee will be elected by the members of the committee.

Board Development Committee Terms of Reference

Approved March 15, 2018

Purpose:

To recruit, nominate and support the development of Brock CHC's Board of Directors.

To facilitate the recruitment of new members to Brock CHC's organizational membership.

Responsibilities:

1. To review the present Board of Directors membership and composition to determine which skills, competencies, abilities, knowledge and experiences are required and to ensure Board stability, continuity and effective community representation.
2. To determine the willingness and eligibility of current Board members to continue on the Board or seek re-election to the Board for another term.
3. To encourage and facilitate the recruitment of members of the public to become Brock CHC organizational members, and to provide orientation to these new members and periodic updates to current members.
4. To identify potential Board members through consultation with and input from the current Board, staff, organizational membership and community partners ensuring broad representation from the membership and compliance with any eligibility requirements.
5. To interview potential candidates for nomination to the Board: to determine interest and commitment; to determine compatibility with Brock CHC values and mission; to discuss expectations; and to verify availability and eligibility for election.
6. To prepare and present to the Board of Directors a slate of nominees for election to the Board. The slate will be presented to the membership at the Annual General Meeting.
7. To prepare and maintain a list of potential future recruitments and be prepared to fill vacancies on the Board of Directors which may occur during the year.
8. To review, support and assess the effectiveness of the orientation program for Board members on an annual basis.
9. To review, support and identify learning/educational requirements of the Board of Directors.

Membership:

The Board Development Committee will have a minimum of three and a maximum of five members from the current Board of Directors.

Frequency of Meeting:

The Board Development Committee will meet a minimum three times per year.

Quorum:

Quorum will be 50% of the members of the committee.

Term of Office:

A maximum of five years, or as determined by the By-Laws.

Chair:

The committee will elect its own Chair.

Fundraising Committee Terms of Reference

Approved February 21, 2019

Purpose:

To oversee, set policy for, support and participate in fund development (fundraising campaigns) activities.

Responsibilities:

1. To set an ethically acceptable fundraising strategy (long-term) and to create an annual fundraising plan.
2. To implement, monitor and evaluate the strategy once adopted.
3. To actively support Brock CHC in fulfilling fundraising objectives and tasks identified in the annual operational plan.
4. To assume leadership for the development of project proposals to submit to potential sponsors and funders.
5. To develop a capital fundraising campaign to support the new building development and ongoing operating costs.
6. To participate in the solicitation and cultivation of potential corporate partnerships (local, provincial and national) for sponsorship and private (individual) donors for contributions at fundraising events and with fundraising activities.
7. To identify and recognize new ways to promote Brock CHC in our community and surrounding areas.
8. To assist with the development and production of certain marketing and promotional materials related to Brock CHC fundraising activities.
9. As required, to recruit and organize volunteers to assist in the development and implementation of fundraising related initiatives and projects.

Membership:

The Fundraising Committee will have a minimum of three members from the current Board of Directors, one of whom will be elected by the Committee to serve as Chair. The Board may increase its Committee membership as necessary to include other stakeholders (i.e., community members).

Frequency of Meeting:

The Fundraising Committee will meet a minimum of three times per year.

Quorum:

Quorum will be 50% of the members of the committee.

Term of Office:

A maximum of six years, or as determined by the By-Laws.

Chair:

The Chair of the Committee will be selected by the members of the committee.

Quality Committee Terms of Reference

Approved February 21, 2019

Purpose:

The Quality Committee provides leadership to the Board on quality of governance and performance of Brock CHC.

Responsibilities:

1. To ensure that there are appropriate processes in place for continuous quality improvement in the organization.
2. To ensure the development of appropriate protocols for monitoring and assessing quality in the organization.
3. To ensure that appropriate measures of performance have been identified.
4. To monitor the key risks of the organization and evaluate their management.
5. To make recommendations that maximize the quality of service to the community served by Brock CHC.
6. To work in partnership with the staff Quality Management Committee, providing oversight to coordinate quality initiatives.

Membership:

The Quality Committee will consist of up to 8 members composed of a minimum of three and a maximum of five members from the current Board of Directors, appointed by the Board of Directors. Additional members may include community representative(s) and a staff representative(s).

Frequency of Meeting:

The Quality Committee will meet a minimum three times per year. The staff and Board committees will meet jointly a minimum of once per year.

Quorum:

Quorum will be 50% of the committee.

Term of Office:

A maximum of six years, or as determined by the By-Laws.

Chair:

The Chair of the Committee will be selected by the members of the committee.