



The Heart of Hastings Hospice Board Committees Roles

1. Finance Committee

PURPOSE:

The Finance Committee is responsible to the Board of Directors ensuring that the organization's financial affairs meet generally acceptable professional standards.

OBJECTIVES:

Within the framework of The Heart of Hastings Hospice mission and vision, and taking into account the resources available to the organization, the responsibilities of the Finance Committee shall be to:

1. Review annual operating budget and financial investments in detail and interpret them to the Board of Directors
2. To review organizational financial statements on a regular basis and provide report to the Board of Directors
3. Provide advice that the organization's books are audited; receive and review Auditor's report
4. Assist in the development of the strategic plan
5. Review and approve the Annual Financial Statement for consideration of the Board of Directors
6. Review grant applications and make recommendations to the Board of Directors for approval, where required
7. Plan for the on-going financial viability of the organization and ensure adequate funding support for fundraising strategies accordingly
8. Ensure adherence to legislation governing the financial operation of the organization and maintain an awareness of legislative changes and their implications
9. Advise with respect to space requirements, upkeep of physical space, and financial implications of changes
10. Ensure that the distribution of financial resources is appropriate and adequate to provide for efficient and on-going operation of the organization
11. Review Human Resources policies and statistics that have a liability or financial impact
12. Monitor capital projects as required
13. Review and development of policies as required

14. Provide a high level report of annual program evaluation to the Board, as provided by ED, to confirm that financial objectives are being met and are achieving the desired results
15. To provide assistance with other financial matters as referred to the committee by the Board of Directors
16. To review finance policies every two years

MEMBERSHIP:

The Finance Committee shall consist of a minimum of two Board Directors, the Executive Director. One of the Board of Director's shall be the Treasurer of the Board and this person shall also serve as the Chair of the Committee. The board may appoint members from the community, to a maximum of one fewer than the number of board members.

FREQUENCY OF MEETINGS:

Monthly, prior to the regular Board Meeting or as required.

REPORTING REQUIRMENTS:

The committee is responsible to report to the Board of Directors

2. Quality Improvement Committee

PURPOSE:

To advise the Board and provide appropriate recommendations in respect of matters of quality and safety. To promote and support a culture of quality and safety.

OBJECTIVES:

1. Monitor changes in the Legislation of government and public policy that may have a direct impact on the scope of care or practice within The Heart of Hastings Hospice
2. Support the Executive Director in implementing organizational accreditation
3. Review operating protocols and practices as requested by the Executive Director to ensure quality of services delivered in HHH, and quality improvement initiatives related to Board policies.
4. Support and assist with the development of the strategic plan
5. Review and update the terms of reference at least annually
6. Quality improvement plan prepared on annual basis

7. Regular reports from the Executive Director in respect to quality of services and incident reporting and actions taken to mitigate identified risk as shown in a risk matrix
8. Workplace safety policies pursuant to the Occupational Health and Safety Act
9. Ensuring that general liability, fire and theft insurance policies are adequate
10. Utilization management strategies related to service provision that reflect effective patient journeys through the health care system with other health service providers and funders
11. Development of client, family, caregivers, staff, volunteers, friend's satisfaction surveys and where applicable, incorporation of findings into quality improvement plans
12. Emergency, disaster and pandemic plans and their respective readiness
13. Information management strategies
14. Review and develop policies as required
15. To provide input and expertise with the purchase of medical equipment for the residence, if in excess of \$2,000

MEMBERSHIP:

The Quality and safety Committee shall consist of a minimum of two Board Directors and the Executive Director. One of the Board of Director's shall be the Chair of the Committee.

FREQUENCY OF MEETINGS:

Quarterly or as required.

REPORTING REQUIREMENTS:

The committee is responsible to report to the Board of Directors