



## **The Heart of Hastings Hospice Board Committees Roles**

### **Human Resources Committee**

#### **PURPOSE:**

To advise the Board and provide appropriate recommendations in respect of matters of staff and volunteer aspects related to human resources policies. To take a leadership role in influencing a culture of inclusivity and fairness.

#### **OBJECTIVES:**

Provide oversight of and report to the Board on:

1. Review and development of policies as required
2. Assist with the development of the strategic plan
3. Review staff pay-scale on annual basis and provide a recommendation to the finance committee
4. To review complaints related to staff, if required
5. To review and make recommendations on recognition procedures for board, staff and volunteers

#### **MEMBERSHIP:**

The Human Resources Committee shall consist of a minimum of two, including a Board Director and the Executive Director. The Board of Director shall be the Chair of the Committee and other members may include individuals from the board, staff or community.

#### **FREQUENCY OF MEETINGS:**

Bi-annually or as required.

#### **REPORTING REQUIRMENTS:**

The committee is responsible to report to the Board of Directors

## **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. The Committee is also responsible for monitoring all other operating activities that have a financial impact on the organization. Specifically, the committee advises the Board of Directors and the Executive Director as detailed below:

### **OBJECTIVES:**

Within the framework of the Heart of Hastings Hospice mission and vision, taking into account any board objectives for programs and services defined by funders, and taking into account the resources available to the organization, the responsibilities of the Finance shall be to:

1. Review HHH budgets and financial matters in detail and interpret them to the Board of Directors and to funders
2. Provide advice that the organization's books are audited; receive and review Auditor's report
3. Assist in the development of the strategic plan
4. Review and approve the Annual Financial Statement for consideration of the Board of Directors
5. Review grant applications and make recommendations to the Board of Directors for approval
6. Plan for the on-going financial viability of the organization and ensure adequate funding support for fundraising strategies accordingly
7. Ensure adherence to legislation governing the financial operation of the organization and maintain an awareness of legislative changes and their implications
8. Advise with respect to space requirements, upkeep of physical space, and financial implications of changes
9. Ensure that the distribution of financial resources is appropriate and adequate to provide for efficient and on-going operation of the organization
10. Review Human Resources policies and statistics that have a liability or financial impact
11. Monitor IT needs for cost effective replacement strategies
12. Monitor capital projects as required
13. Review and development of policies as required
14. Actively assists the Executive Director in fulfilling financial objectives identified in the strategic plan
15. Contributing to an annual program evaluation to confirm that financial objectives are being met and are achieving the desired results

### **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.

### **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

## **Quality Improvement Committee**

### **PURPOSE:**

To advise the Board and provide appropriate recommendations in respect of matters of quality and safety. To take a leadership role in influencing a culture of quality and safety.

### **OBJECTIVES:**

Provide oversight of and report to the Board on:

1. Quality of services delivered in the HHH, quality improvement initiatives related to Board policies.
2. Assist with the development of the strategic plan
3. Quality improvement plan prepared on annual basis
4. Communications to stakeholders on quality and safety performance
5. Regular reports from the Executive Director and Medical Director in respect to quality of services, incident reporting and actions taken to mitigate identified risk
6. Workplace safety policies pursuant to the Occupational Health and Safety Act
7. Ensuring that general liability, fire and theft insurance policies are adequate
8. Utilization management strategies related to service provision that reflect effective patient journeys through the health care system with other health service providers and funders
9. Development and distribution of client, family, caregivers, staff, volunteers, friends' satisfaction surveys and where applicable, incorporation of findings into quality improvement plans
10. Staff, board, volunteer educational strategies for CQI.
11. Emergency, disaster and pandemic plans and their respective readiness
12. Information management strategies
13. Readiness for Accreditation
14. Review and development of policies as required

### **MEMBERSHIP:**

The Quality and safety Committee shall consist of a minimum of two Board Director 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 REQUIRMENTS:**

The committee is responsible to report to the Board of Directors

## **Board Development Committee**

### **PURPOSE:**

To lead the board to select new members, identify learning opportunities for the board, and create governance structures to align the work of the board with the organizational mission, vision and goals.

### **OBJECTIVES:**

To ensure that the operations of the Board are always high quality in meeting all of the responsibilities of a Board of Directors.

Recurring annual priorities of the Committee are to ensure best practices in Board operations, and include to:

1. Ensure new Board systems (new members, committees, plans) are successfully incorporated into Board operations.
2. Ensure Board is fully resourced to govern the organization.
3. Ensure full participation and dedication of all Board members to the organization.
4. Ensure Board meetings are focused and strategic.
5. Ensure the Board leadership monitors implementation of strategic plan.
6. Ensure continuous improvement of the Board.
7. Assist with the development of the strategic plan.
8. Review and development of policies as required

### **MEMBERSHIP:**

The Board Development Committee shall consist of a minimum of two, one Board Director and the Executive Director. The committee shall determine the chair of the committee.

### **FREQUENCY OF MEETINGS:**

Biannually or as required.

### **REPORTING REQUIRMENTS:**

The committee is responsible to report to the Board of Directors

