



<b>SUBJECT:</b> Community Members Serving on Board Committees	<b>SECTION:</b> Governance	
<b>POLICY NO:</b> CKH-G10	<b>HPCO Standard:</b> OO.GOV.o	
<b>Date of Issue:</b> October 16, 2014	<b>Reviewed:</b> May 14, 2024	Revised: May. 30, 2024

**1. Purpose**

- a. To ensure that the Community Members of Board Committees are aware of their duties, responsibilities and the expectations as determined by the Board.

**2. Application**

- a. This policy applies to all Community Members appointed by the Board to Board Committees and is provided to them before they are officially appointed.
- b. A Community Member who wishes to serve on a Board Committee must:
  - i. complete a Chatham Kent Hospice Board/Committee application,
  - ii. submit a clear Police Check and,
  - iii. must confirm in writing that he or she will abide by this policy (see appendix 1).

**3. Position Description**

- a. Community Members of a Board Committee are selected to fill a particular need on a Board Committee, thereby expanding the skills and attributes available to assist the Board in fulfilling the mission of Chatham Kent Hospice Inc. Community Members offer very valuable assistance to the Board.
- b. Community Members are encouraged to attend an Orientation Session. If this is not possible, they are encouraged to spend some time with the Committee Chair to become familiar with the role and current objectives of the Committee.
- c. Community Members are to be appointed for a three-year term, unless extended by the Board.

**4. Attendance at Meetings**

- a. Time commitments for the committees may vary throughout the year. Some meetings are held at the Hospice offices and some are conducted via teleconference or virtually. It is hoped that Community Members will attend as many Committee meetings as possible and contribute to the discussion at the meetings, applying their own particular set of skills, background and experience.
- b. If attendance at meetings becomes a challenge, the Chair or the Committee member may initiate a discussion in the hopes of identifying any issues around attendance and addressing these.



**5. Terms of Reference**

- a. Committees function in accordance with Terms of Reference established by the Board. These Terms of Reference should be reviewed and understood by Committee members.

<b>Date</b>	<b>Revision</b>	<b>Effective</b>
October, 2014	Development of Policy	Oct. 16, 2014
Feb. 20, 2019	Policy reviewed. Change Policy to Purpose Within Application-add “officially” before appointed, removed “volunteer” from application name, and removed the requirement for vulnerable persons police check.	Feb. 28, 2019
Feb. 16, 2021	Policy reviewed. Added or virtually to Attendance at Meetings #1	Feb. 25, 2021
Feb. 13, 2024	Policy reviewed. Format modified	Feb. 29, 2024
May 14, 2024	Governance Committee discussed terms for community members. At 3c-removed “renewable one-time”	May 30, 2024



**Appendix One:**  
**Annual Statutory Declaration and Undertaking For Community  
Members of Board Committees**

I confirm that I have read the following Board Policies:

- Board Policy: Community Members Serving on Board Committees
- Confidentiality
- Conflict of Interest

I confirm that as a member of the \_\_\_\_\_ Committee, I am bound to adhere to and respect these policies and I undertake to do so.

Name of Community Member: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_