

<b>Kemptville District Hospital BOARD OF DIRECTORS POLICY</b>	
<b>Subject: EXECUTIVE COMMITTEE TERMS OF REFERENCE</b>	<b>Policy No.: 26</b>
<b>Policy Objective:</b> To provide Terms of Reference governing the Executive Committee of the Board.	<b>Date Approved:</b> October 2021
	<b>Review/Revision Dates:</b> May 2024
<b>Mandate</b>	<p>To exercise the full powers of the Board under circumstances of urgency when an immediate decision is required and it is not possible or practical to assemble a quorum of the full Board</p> <p>To study, advise or make recommendations to the Board on any matter under review or as directed by the Board.</p>
<b>Duties and Responsibilities</b>	<p>To exercise the full powers of the Board under circumstances of urgency, reporting decisions at the next meeting of the Board;</p> <p>To provide oversight in the development of workplans for each of the Committees of the Board; and</p> <p>To act as a Steering Committee for complex or sensitive issues that are to be brought to the Board and provide advice and guidance to advance discussions of the Board.</p>
<b>Membership</b>	<p>The Executive Committee is composed of:</p> <ul style="list-style-type: none"> <li>• Chair of the Board</li> <li>• Vice-Chair of the Board</li> <li>• Treasurer</li> <li>• Chair of the Quality and Safety Committee</li> <li>• The chair of any other Standing Committee who is not already a member of the Executive Committee by virtue of one of the above cited offices</li> </ul> <p>The Chief Executive Officer and the Chief of Staff shall be ex-officio non-voting members of the Executive Committee.</p>
<b>Term</b>	The Board will confirm the membership of the Committee annually.
<b>Chair</b>	The Chair of the Board will preside over meetings of the Executive Committee but will only vote in the event of a tie.

<b>Frequencies of Meetings</b>	At the call of the Chair.
<b>Quorum</b>	A majority of the members (voting and non-voting) shall constitute a quorum.
<b>Accountability</b>	The Executive Committee reports to the Board of Directors.