

## Board Committees

Committees perform focused work on specific functions, projects, or components of the Board’s mandate. They follow the Board’s policies and direction and complement full Board involvement by doing preparatory work and reporting on key information and recommendations to the full Board. Often, committees are created to dive into detailed work on a well-defined task and make recommendations to the Board for further action.

As generally provided for in the bylaws, the Board “may delegate any, but not all, of the powers of directors to committees.” This means that the Board can delegate and oversee committees as needed to help it complete its work. When a matter requires full Board participation, the committee will bring information and analysis to the Board to aid in its work or decision making.

Terms of reference are used to set out the parameters, authority, and accountability of committees and committee members. When the Board establishes a committee, it will typically approve the terms of reference, assign staff resources, appoint a committee chair and initial members, and determine a committee budget, as necessary. Committees may be composed of Board members or a combination of Board and the Physician Society members (including nonphysicians), as appropriate.

There are two main types of committees: standing committees and special committees, which are described below.

	<b>Standing Committees</b>	<b>Special Committees</b>
Overview	<p><b>A more permanent feature of the Board.</b></p> <p>These committees are created as needed and conduct work on a continual basis. Standing committees are often delegated a specific mandate. Working Groups are considered standing committees of the Board.</p>	<p><b>Created for a specified time period.</b></p> <p>Special committees are developed for short-term issues or specific tasks.<sup>1</sup></p>

<sup>1</sup> For example, most bylaws will provide as follows: “Upon completion of the earlier of the specified time period or the task for which it was appointed, a special committee will automatically be dissolved.”

Examples	<ul style="list-style-type: none"> <li>• Finance and Audit Committee</li> <li>• Governance Committee</li> <li>• Human Resources Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Project Specific Committee</li> <li>• Fundraising Committee</li> <li>• Research Committee</li> </ul>
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**WORKING GROUP**

The Working Group is a committee of the Board and therefore reports to the Board. It engages the medical staff at the local facility and advises the Board on matters of importance to medical staff, their patients, and the health authority, including engagement initiatives. The Working Group develops decision-making and funding structures to ensure effective representation and participation of the medical staff. Sample [terms of reference](#) for the working group are available on the Facility Engagement website.

**Members of the Working Group are remunerated at the current sessional rate as detailed in the Physician Master Agreement.**