

	<input type="checkbox"/> Policy	Section Board Governance	Number 02-037
	<input type="checkbox"/> Procedure <input type="checkbox"/> Protocol <input checked="" type="checkbox"/> Terms of Reference		
Community Engagement Committee – Terms of Reference			
Date Issued: October 2016 Date Review/Revised: September 2021 Next Review Date: September 2024			
Owner: Board of Directors		Reviewer(s): Community Engagement Committee	Approver: Board of Directors
Cross Reference:			

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Membership

- Board Member (*Chair of Committee*)
- Chair of the Board
- President/CEO (*non-voting*)
- Executive Committee Member
- Board Member
- Community Member
- Consulting ad-hoc members as needed (non-voting)

Frequency

Committee shall meet at the call of the Chair.

Responsibilities

To the extent that the Board delegates these governance responsibilities to the Committee, the Committee is responsible for the following duties:

- To establish and monitor a community engagement program that promotes a positive active presence for South Huron Hospital Association (SHHA; the Hospital) in the community, consistent with the Strategic Plan and the vision, mission and values of the Hospital.
- To be guided by the Communication and Engagement Strategy / Framework

Duties

1. Monitor and report to the Board on current and planned community outreach initiatives.
2. Periodically review and make recommendations to the Board regarding changes to and expansion of programs compatible with financial, technological and human resources available, as well as legislative requirements.
3. Evaluate and make recommendations to the Board regarding communication tools
4. Evaluate and support current effective outreach initiatives while seeking to expand farther into the community beyond current users of medical services and self-identified interested stakeholders.
5. Address any other communication issue as referred by the Board of Directors.
6. Minutes/reporting: The Chair of the Community Engagement to provide a report to the Board of Directors.

Evaluation

Annually (May) each committee member will complete a committee self-assessment template (attached). The results of the self-assessment will be utilized to measure and improve committee effectiveness.

The Chair of the committee will receive completed forms and report results to committee members at the following meeting.

Related Documents

Appendix A Committee Self-Assessment

**SOUTH HURON HOSPITAL ASSOCIATION
Community Engagement Committee**

Committee Self-Assessment

	Strongly Agree	Somewhat Agree	Disagree	Strongly Disagree	Not Applicable
Terms of Reference and Composition					
1. The committee has clear and appropriate Terms of Reference					
2. The committee has the right number of members					
3. The committee has members with the skills and expertise that are needed by the committee					
Committee Management					
4. The committee meets at the appropriate time of day					
5. I received orientation to the committee that was helpful to me as a member of the committee					
6. The committee is receiving the support from hospital management that it requires					
7. Information is received sufficiently in advance of the meeting					
8. The committee meets the right number of times over the year					
Committee Effectiveness					
9. The committee is working effectively					
10. The committee performed its annual work plan					
Chair Effectiveness					
11. The chair is prepared for committee meetings					
12. The chair keeps the meetings on track					
13. The chair fairly reports on committee's work to the board					
14. The chair encourages participation and manages discussion					
Overall Committee Performance					
15. Overall, I am satisfied with my contribution to the committee					
16. Overall, I am satisfied with the committee's contribution to the board					

Comments and suggestions for improvement to committee processes:
