Perth and Smiths Falls District Hospital

Patients and Families THE Heart OF Care

Governance Committee Annual Work Plan 2020/21

Context

The Governance Committee is broadly responsible for: ensuring that Board members have the necessary skills and competencies to fulfill the mandate of the Board; monitoring and evaluating the performance of the Board and its members; reviewing and proposing amendments to the Board's policies and by-laws; and, ensuring consistency and alignment with the Board's objectives.

Item	Committee Responsible	August	September	October	November	December	January	February	March	April	May	June	July	As Required
Quality, Performance and Patient Safety														
a) OHA Board Self-Assessment (every 2 years) (Next process 2021)	GOV													
b) develop and oversee board and committee evaluations	GOV								X					
c) review results of board meeting evaluations	GOV/Board		X	X	X		X		X		X			
Governance														
a) Review Committee Terms of Reference	Each Cte.			X										
b) Approve committee terms of reference and committee work plans	GOV			X										
c) review and approve governance policies	GOV													X
d) review by-laws and recommend changes to the Board, if required	GOV/Board													X
e) review professional staff bylaws and recommend changes	GOV/MAC			X										
f) director recruitment and nomination	GOV			X	X									
g) set aside date for AGM	GOV									X	X			
h) Review and revise, if needed, board skills matrix assessment	GOV/Board													X
i) Prepare education plan based on completed skills assessment					X									
j) Plan for accreditation survey	Board/All													X
k) Appoint PFAC representatives to Liaison	GOV													X

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Item	Committee Responsible	August	September	October	November	December	January	February	March	April	May	June	July	As Required
Committee														
Strategic Plan and Strategic Directions														
a) Review progress on specific strategic directions (operational plan) (x4)	Board/All			X	X				X		X			

Colour Legend	
Completed by Target	
In progress, but not completed by target	
Not in progress and not completed by target	
No meeting	

References:

1. OHA, Guide to Good Governance 3rd Edition, Sample Work Plan
2. Tillsonburg District Memorial Hospital/Alexandra Hospital Ingersoll, Joint Board of Directors' Annual Work Plan & Priorities 2019