



BOARD QUALITY COMMITTEE TERMS OF REFERENCE

QUALIFICATIONS FOR COMMITTEE MEMBERS

To be eligible for nominations, candidates for Committee membership:

- Must be committed to CMHA Lambton Kent's vision, mission, values and goals.
- Must be willing to dedicate quality time to participate actively on the committee.
- Must have interest and expertise in the areas that advance the Committee's mandate.
- Must be willing to serve, attend regularly and actively participate on the Committee. An attendance level of at least 75% is suggested.
- Must be committed to participate in a committee orientation program and the continuing education of members.
- Preferably, will have some knowledge or experience in quality assessment/improvement activities.

COMPOSITION

The composition of the committee shall ensure balanced representation from the Board, Management and the community at large. The Quality Committee shall consist of no fewer than three members of the Board of Directors. Its members may include non-board members from the staff and community.

Members will be selected on the basis of skills and competencies that contribute to fulfilling the mandate of the Quality Committee selection process will consider:

- The individuals' ability to commit to at least 75% of the meeting per year lasting 1.5 hours in length
- Expertise and demonstrated leadership to Canadian Mental Health Association Lambton Kent Branch
- Will include a member from the CFAP Committee.

MISSION

The Quality Committee shall provide oversight and support to the Board of Directors by serving as a forum for Staff and Directors to dialogue on issues related to quality of care. The Committee will ensure that the organization fulfils its obligation to achieve high standards in everything that it does for clients, staff, and stakeholders.

MEETINGS AND CALLING OF MEETINGS

The Quality Committee will meet at least three times a year including one double meeting.

Meetings of the Committee are held on the pre-scheduled date and at the time and place set by the chair in writing. An unscheduled meeting may be called at any time by the Chair with appropriate notification no less than 24 hours prior to the time and date set for the meeting.

Meetings of the Committee may be held by telephone or any other means which enables all participants to communicate with each other adequately and simultaneously. Persons participating in a meeting by telephone or by any other means of communication are deemed to have attended that meeting.

QUORUM

There must be at least 50% of the Board Members present to constitute a quorum.

MINUTES

The minutes of each meeting will be administered by CMHA Lambton Kent Support Staff and circulated to committee members prior to each meeting. Minutes will be labelled draft until approved by consensus by the committee. The minutes of each meeting of the Committee, duly approved by the committee, are saved electronically on the organization's secure server.

FUNCTIONS AND RESPONSIBILITIES

The functions of the Quality Committee of the Board must be aligned with those of the Board of Directors.

The Quality Committee of the Board must annually engage in a planning exercise that identifies the committee's key initiatives and expected results.

The primary function and responsibility of the Quality Committee of the Board is to provide oversight and to support management in analyzing the infrastructure that supports all organization quality, patient safety and relevant risk activities including but not limited to:

- Policy Infrastructure for all quality activities ensuring a culture of safety and disclosure
- Performance Measurement/Management of select indicators and initiatives related to the organizational strategy
- Knowledge/Information transfer between Staff, Administration and the Board of Directors
- Care process systems, client safety, clinical outcomes and quality of care initiatives

- Disclosure mechanisms related to critical incidents and quality indicators concerning organization acquired infections, mortality and any others as required and/or deemed advisable.
- Relevant risk areas including, clinical risk/client safety and related reputational risk
- The Quality Committee makes recommendations related to the aforementioned to the Board of Directors for the purpose of ensuring that the organization continues to maintain and improve the quality of care that the organization provides to its clients and families.
- On a quarterly basis, the chair will provide an oral or written committee report as part of the agenda for Board Meetings.

EVALUATION OF COMMITTEE MEMBERS

Term for Committee Members

Committee Members will participate for a term of 3 years. Committee members may be elected back for a sequential term.

To be eligible for a renewed nomination as a Committee member, each candidate will be evaluated annually on the following criteria:

- Regular attendance at meetings of the committee. An attendance level of at least 75% is suggested.
- Necessary background preparation and effective participation on the committee on which the member served.
- Work positively, co-operatively and respectfully as a member of the organization's team with other members and with the organization's management and staff.
- Demonstrated commitment to the organization in the form of attendance at special events, promoting the organization within government and the community, and commitment to the philanthropic objectives of the organization.