



CHATS' GOVERNANCE PROCESSES

MEMBERSHIP PRACTICES AND RECRUITMENT OF MEMBERS

- CHATS Board Effectiveness Committee recommends Board Member nominations to the Board of Directors. The Board of Directors endorses all new Board candidates and presents the list/slate of Board Member nominations for approval of the membership at the Annual General Meeting.
- Potential candidates may be identified for Board/Committee Member recruitment through solicitation (i.e. mail, advertising, website, direct networking, etc.) or through unsolicited expression of interest (i.e. phone call, walk in, mail in, or other referral, etc.).

ORIENTATION/EDUCATION OF MEMBERSHIP

- The Board Effectiveness Committee is delegated the responsibility of developing and managing an orientation plan for the Board which addresses Board knowledge and competencies such as effective governance, the healthcare environment, CHATS' strategic priorities and compliance with quality, risk and safety standards. An annual Board/Committee Education plan is developed based on the results of an annual Board/committee education survey.

BOARD COMMITTEES

- *Complete Terms of Reference are available for the Board of Directors and the following committees upon request.*

Board Effectiveness Committee

Mandate: To ensure that the Board and Committee structure and processes provide effective governance.

Key responsibilities:

- Board/Committee recruitment, orientation, education plan, evaluation. Review of Board policies.

Business Development Committee

Mandate: To provide support and guidance for all CHATS business ventures and to work in conjunction with CHATS to explore new opportunities

Key responsibilities:

- Assist CHATS with exploring and assessing the potential and appropriateness of new business opportunities

Campaign Cabinet

Mandate: To provide expertise and connections to help identify, acquire and maintain support from donor giving.

Key responsibilities:

- Identify, cultivate and ultimately solicit prospective major gift donors

Executive Committee

Mandate: To provide leadership to the Board of Directors

Key responsibilities:

- Recruitment, evaluation, guidance and support to the Chief Executive Officer and address Board level issues between Board of Directors meetings

Finance Committee

Mandate: To establish mechanisms to ensure that the organization operates in a fiscally responsible manner. The committee will ensure that the financial risk of the organization is being managed.

Key responsibilities:

- Review all financial reports/budgets and ensure all statutory requirements are adhered to and review adequacy of financial controls / processes and make recommendation for change where required. Review new business initiatives as required

Planning Committee

Mandate: To provide an opportunity for in depth discussion on issues and opportunities that impact the future of the organization

Key responsibilities:

- Recommend process for strategic planning, explore relationships, partnership opportunities as they relate to the Strategic Plan. Explores and evaluates the environment with the purpose of providing the support to the board in alignment with strategic direction

BOARD CHAIR

Mandate: Lead and manage the Board of Directors ensuring strategic leadership, corporate and community accountability for the achievement of CHATS' mission, vision and strategic priorities at a governance level.

Key Responsibilities:

Ensures that:

- The Board works effectively as a team.
- A Board Workplan is developed
- Meeting agendas are focused on Board responsibilities
- Meetings are efficiently managed and decision-making is transparent
- Directors comply with Board policies and Corporate Bylaws

CHIEF EXECUTIVE OFFICER

Mandate: To provide strategic leadership to achieve CHATS vision and strategic direction through the development of a strong community presence, internal culture, and effective resource management that delivers value to stakeholders. The deliverables for this position are contained in the Balanced Scorecard/Strategic Plan and the Chief Executive Officer's development plan approved by the Board of Directors annually.

Key Responsibilities:

- Lead the development and implementation of organizational strategy and accountability.
- Build a strong team within the organization in support of CHATS vision.
- Manage the organization's resources to deliver value to stakeholders.
- Advance the organization to a leadership role with community organizations serving seniors.
- Develop and manage the organization's fundraising capabilities to ensure revenue goals are achieved.
- Manage the private sector business (MEDIchair) ensuring targets and growth strategies are achieved.

ETHICS FRAMEWORK

- CHATS' Ethics Framework includes: Ethics Policy 1-200 including the CHATS' Code of Ethics and principles for ethical decision making; development of an ethics policy; ethics training for Board/Committee members, staff and volunteers; a Board Ad Hoc Ethics Committee; and access to a bio-ethicist.
- CHATS' ETHICS Policy is available upon request.

COMMUNICATION PLAN /PUBLIC DISCLOSURE

- CHATS has an annual communication plan that supports the mission and strategic initiatives of the organization. Regular internal and external communication activities ensure that stakeholders are informed about programs and that education is provided about important quality, risk and client safety policies and procedures.
- CHATS discloses organizational performance information through its Annual Report which is available on our website www.chats.on.ca
- CHATS has a formal and open policy and procedure for disclosure of adverse events to staff, volunteers, partners, and clients and their families and has an established reporting system for such events
- Further information is available by contacting Marie Empringham, Executive Assistant (mempringham@chats.on.ca) in writing.