


<b>MICs GROUP OF HEALTH SERVICES...</b>  <b>MICs Board of Directors</b>  	<b>TOPIC:</b> Board Meetings	<b>NUMBER:</b> GOV-001
	<b>CATEGORY:</b> Board of Directors	<b>DATE:</b> July 6, 2015
	<b>DEPARTMENT:</b> Governance	<b>REVISED DATE:</b> September 10, 2015 September 30, 2015 January 13, 2016 January 31, 2018 April 6, 2021
	<b>AUTHORITY:</b> MICs Board Chairs	
	<b>APPROVED SIGNATURES:</b> <i>Donielle Delaune</i> <i>R. Dennis</i> <i>Patricia Duff</i>	<b>LAST DATE REVIEWED:</b>

## BOARD AND COMMITTEE MEETINGS

Board members are expected to attend all Board meetings in person.

- 1) The Board agenda will be prepared by the Board Chairs and MICs Chief Executive Officer in advance of the regular Board meetings and distributed to Board Members one (1) week in advance of each meeting.
- 2) Board Members who would like specific items included in the Board Agenda are required to forward information on such matters in writing to the MICs Chief Executive Officer at least one week prior to the scheduled Board meeting.
- 3) Recruitment and retention issues as well as French and indigenous language issues will be a standing item on each Board meeting agenda.
- 4) Monthly meetings of the MICs Board will be held on the 4th Wednesday of each month excluding July, August and December. Meetings will begin at 1800 hours (6:00 p.m.).
- 5) Local hospital Board issues will be addressed within the site specific section of the MICs Board of Directors' agenda. This local agenda will focus on current Financial Statements for the current period, local Team reporting and issues, feedback from other local business pertaining to local responsibilities as set out in the MICs Partnership Agreement.
- 6) Items of urgency will be dealt with by the local Hospital's Board Chair, Vice-Chair and Treasurer as required.
- 7) MICs Quality Improvement Committee meetings will meet separately and each Local Board will appoint two members to be on this Committee.
- 8) MICs Strategic Planning Committee will meet as per the Terms of Reference.
- 9) All other committees will meet locally as required.
- 10) Notices of all committee meetings will be emailed to all Board Members for their information. Board members are invited to attend any committee meeting of the Board regardless of committee membership status.
- 11) Each member will receive a meeting invitation via e-mail. Each member is responsible to notify the MICs Chief Executive Officer's Executive Assistant prior to meetings whether the member will be attending the scheduled meeting or not.

## **MEETINGS WITHOUT MANAGEMENT**

- The Board shall hold a meeting without management no less than two (2) times in a calendar year, or at the call of the Chair, or at the request of any two Directors of the Corporation.
- The voting members of the Board shall participate in meetings without management.
- Voting members of the Board means those Directors elected by the members.
- Other guests may be invited to attend meeting without management at the invitation of the Board.

## **PROCEDURE**

- Notice of a meeting without management will form part of the “in-camera” agenda and provide a generic description of the topic to be discussed.
- The Chair will advise other guests of the Board’s request for their attendance at a meeting without management, at least five (5) days in advance of the meeting.
- Such a meeting shall not be considered to be a meeting of the Board but rather will be for information purposes only.
- Minutes will not be kept, but the Chair will keep notes of the discussion.
- The Chief Executive Officer and Chair of the Medical Advisory Committee may be invited by the Chair to participate in a part of the meeting without management before being excused.
- The Chair shall immediately communicate with the Chief Executive Officer and, as appropriate, the Chair of the Medical Advisory Committee any relevant matters raised in the meeting without management.
- All matters that are the subject of meetings without management are confidential and treated as discussions in “in camera” sessions.