

PETERBOROUGH PUBLIC HEALTH

Board of Health

POLICY AND PROCEDURE

Section: Board of Health	Number: 2-152	Title: Board Leadership and Committee Membership Selection
Approved by: Board of Health		Original Approved by Board of Health On (YYYY-MM-DD): 2015-06-10
Signature: <i>Original signed by Board Chair</i>		Author: Governance Committee
Date (YYYY-MM-DD): 2018-11-14		
Reference:		
Forms: Expression of Interest Form (<i>available upon request</i>)		

NOTE: This is a **CONTROLLED** document for internal use only, any document appearing in a paper form should **ALWAYS** be checked against the online version prior to use.

PROCEDURE

Objective(s)

1. To receive and review expressions of interest from Board of Health Members for Board leadership positions (Chair and Vice-Chair) as well as Committee appointments to ensure that the needs and composition of the Board leadership and its Committees are met. Members are expected to serve on at least one Board of Health Committee.
2. To identify members of the community who may wish to volunteer on Board Committees.

Procedure

1. In non-municipal election years:
 - 1.1. A call for expressions of interest will be issued by the Chair of the Governance Committee, or designate, via e-mail on October 1st of each calendar year (or the closest Monday).
 - 1.2. Board of Health Members will be sent an Expression of Interest Form to complete and submit to the Executive Assistant to the Board no later than fourteen (14) days after the initial call.
 - 1.3. Forms will be reviewed by Governance Committee members in closed session at their November meeting.
 - 1.4. In the event that some Committees are not fully subscribed, the Chair of the Governance Committee, or designate, will follow up personally with Board Members to request their participation prior to the November meeting.

- 1.5. Based on the information gathered and the predetermined needs of the Board, the Committee will make a recommendation to the Board for leadership positions and Committee membership for the coming year at their January meeting.
2. In municipal election years:
 - 2.1. A call for expressions of interest will be issued by the Chair of the Governance Committee, or designate, via e-mail to First Nation Council representatives and Provincial Appointees ONLY on October 1st (or the closest Monday). Those Members will be sent an Expression of Interest Form to complete and submit to the Executive Assistant to the Board no later than fourteen (14) days after the initial call.
 - 2.2. Once PPH has received notification from the City and County of Peterborough regarding municipal representatives appointed to the Board of Health (normally by mid-December), those members will be sent an Expression of Interest Form by the Board Chair, or designate, with a request to complete and submit to the Executive Assistant to the Board no later than seven (7) days after the initial call.
 - 2.3. The PPH Executive Committee (consisting of the Medical Officer of Health, Director of Operations and Director of Public Health Programs) will review all forms prior to the first Board meeting of the following year.
 - 2.4. In the event that some Committees are not fully- or over-subscribed, the Board Chair, or designate, will follow up personally with Board Members to request their participation prior to this meeting.
 - 2.5. Based on the information gathered and the predetermined needs of the Board, the Executive Committee will make a recommendation to the Board for final decision on leadership positions and Committee membership for the coming year at their January meeting.
3. Board Members may also recommend appointments for community volunteer positions on a Board Committee using the Expression of Interest Form.

Review/Revisions

On (YYYY-MM-DD): 2015-06-10

On (YYYY-MM-DD): 2016-11-09

On (YYYY-MM-DD):

On (YYYY-MM-DD):