

<b>This document applies to:</b>	<input checked="" type="checkbox"/> All Horizon	<input type="checkbox"/> Z-1 Moncton	<input type="checkbox"/> Z-2 Saint John
	<input type="checkbox"/> Z-3 Fredericton	<input type="checkbox"/> Z-3 Upper River Valley	<input type="checkbox"/> Z-7 Miramichi

**Horizon Health Network  
Terms of Reference  
Governance, Nominating and Planning Committee**

**AUTHORITY**

The Governance, Nominating and Planning Committee reports to the Board of Directors.

**PURPOSE**

The Governance, Nominating and Planning Committee serves to demonstrate to the Board of Directors, to the communities served, and to the Department of Health that Horizon meets its requirements as it pertains to:

- governance structure and processes;
- evaluation of Board effectiveness;
- education and evaluations of Board members;
- recruitment and nominations of officers and members of Board committees; and
- other such duties as may be directed by the Board.

**FUNCTIONS**

**Governance**

The Committee ensures processes are established and monitored for:

- an effective Board orientation program and the continuing education of the members of the Board;
- the establishment and review of the vision, mission and values of Horizon;
- the establishment and review of planning processes and the three-year health and business planning process;
- the evaluation of the Board, and individual member’s performance in relation to their responsibilities, and periodic reviews and revisions of governance policies, processes, and structures as appropriate; and
- regular reviews of the By-laws and governance structure of Horizon.

**Nominating**

The Committee ensures processes are established and monitored for:

- nominations for the positions of Vice Chairperson, Treasurer, members, and chairs of all Board Committees, except as otherwise provided directly by the By-laws, to the Annual Meeting of the Board; and

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- nominations for the positions on the Regional Professional Advisory Committee and Regional Medical Advisory Committee, including nominations for replacement of positions vacated prior to completion of the appointed term.

## **Planning**

The Committee provides oversight for:

- significant facility and program planning activity
- the Performance Excellence Program or other corporate accountability processes
- the strategic planning process

## **MEMBERSHIP**

Voting members

- The Chairperson of the Board of Directors is a voting member of all Board committees
- Five Board members, one of whom will be Chairperson

Non-voting members

- President and Chief Executive Officer is an ex-officio member without a vote on all committees of the Health Authority
- Representation from Vice Presidents as required

## **MEETINGS**

The Committee meets a minimum of four times per year.