CAMBRIDGE MEMORIAL HOSPITAL

BOARD MANUAL

SUBJECT: Board Policy Development, Review and Approval	NO.: 2-D-02
SECTION: Board Process	
APPROVED BY: Board of Directors	DATE: December 6, 2023

Policy

From time to time, the Board will adopt and articulate policies that are designed to guide the work and decisions of the President & CEO (CEO) and the Board itself.

The Board is responsible for setting the strategic context in which policies are developed and for the formal review and approval of policies. The Board may delegate development of policies to a committee.

The Board will generally limit its policy making to matters of governance.

Development and Implementation

Except as set out below, the Governance Committee is responsible for the development of new policies.

Policies may be initiated, in consultation with the Governance Committee Chair, by any committee when it is recognized that a policy is required. Draft policies developed by a committee will be forwarded to the Governance Committee for review.

The Governance Committee will recommend all new policies and any revisions to existing policies to the Board for approval.

The Governance Committee will:
- Develop (in conjunction with other committees as required), recommend and maintain governance policies to promote effective functioning of the Board and committees
- Maintain a Board policy manual

The CEO is responsible for:
- Storage of hard copy and electronic policy files
- A system for the maintenance of policies, to ensure on-going review, version control and archiving of policies
- Referring policies that are due for review to the Governance Committee for policy oversight
- Reviewing policies to ensure consistent format and established guidelines are followed

Review and Revision

The Governance Committee will oversee the review process with assistance from the CEO's office staff. Policies will be reviewed at least every three years. Any Board committee may at any time, initiate a review of a Board policy within the scope of their terms of reference.

The "Date" date indicates the date of Board approval of the most recent version. The "Revised/Reviewed" dates record the dates of various policy amendments since the original policy was approved.

Approval

Policies are approved as a consent or discussion item on the agenda, and a vote in the open meeting of the Board.

A policy will be effective upon approval unless an effective date in the future is specified. The date when a new policy was first approved will be recorded on the policy footer as the "Developed". The "Developed" will never change over the life of the policy.

DEVELOPED: November 24, 2010		REVISED/REVIEWED:	
September 28, 2011	January 28, 2015	May 26, 2021
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