

BUDGET AND FINANCE COMMITTEE

Purpose: To design and coordinate the Board's participation in annual budget preparation.

- Reach agreement with the Health Officer and Administrator on the design of the budget development cycle.
- Oversee preparation for, and host, any BOH/Executive Team strategic work sessions related to the budget.
- Coordinate with the Health Officer and Comptroller to present a final recommended budget to the Board.

Membership: BOH members representing different jurisdictions, Administrator, Comptroller

Term: BOH members will serve for one year at a time, with appointment to occur in January

Meeting Dates: Intermittently (at least quarterly) beginning in March and according to member's schedules

EDUCATION AND COMMUNICATIONS COMMITTEE

Purpose: To maintain accountability for Board educational development and to maintain relationships with the community at-large and key stakeholders.

- Oversee Board member capacity building program including new member orientation, continuing education and training.
- Coordinating with Health District staff to determine information needs and processes to provide the Board with the information necessary to make sound decisions on such matters as public policy.
- Coordinate with SRHD staff to cultivate member participation in public education, media opportunities, and speaking forums on behalf of the Health District.
- Developing content and ensure Board participation in the Board of Health website.

Membership: BOH members representing different jurisdictions and SRHD staff as necessary

Term: BOH members will serve for one year at a time, with appointment to occur in January

Meeting Dates: As necessary and according to members' schedules

EXECUTIVE COMMITTEE (ECBOH)

Purpose: To develop and maintain effective functioning of the Board and Board/Health Officer working relationship.

- Assist in meeting agenda development.
- Develop performance standards and monitor performance of Board.
- Recommend revisions to the by-laws in interest of stronger governance.
- Assist in strategic planning and ensure Board participation.
- Annually negotiate Health Officer performance targets and compensation and recommend Board approval (in collaboration with Health Officer committee).
- Ensuring Health Officer contract and position description are updated to reflect Health District needs and priorities.

Membership: Board Chair, Vice Chair, past chair, chairs of Board committees (not to exceed five), Health Officer

Term: BOH members will serve for one year at a time, with appointment to occur in January

Meeting Dates: Third Thursday of each month from 10-11am

GOVERNANCE COMMITTEE

Purpose: To enhance the Board of Health's performance of its Governance Responsibilities through the identification of strategic actions.

- Ongoing reinforcement of Governance Responsibilities.
- Ongoing reinforcement of member performance expectations.
- Increasing member understanding of public health.
- Conduct regular evaluations.

Membership: BOH members representing different jurisdictions, Health Officer, Policy Specialist

Term: BOH members will serve for one year at a time, with appointment to occur in January

Meeting Dates: Quarterly and according to members' schedules (typically following the Executive Committee

POLICY ADVISORY COMMITTEE

Purpose: To assist the Board of Health in performing its Governance Responsibility of Policy through the enactment of Resolutions and Guidelines & Recommendations.

- Assist in determining which policies the Board of Health will consider each year and the priority of them.
- Provide initial guidance on how much information is needed for each policy and the process to be used, including advising on the community input process for each policy to be considered.
- Advise on whether a special topic-specific committee is needed for larger, more controversial issues
- The committee will not make policy position recommendations to the full BOH.

Membership: BOH members representing different jurisdictions, Health Officer, Policy Specialist

Term: BOH members will serve for one year at a time, with appointment to occur in January

Meeting Dates: As necessary and according to members' schedules