

Category: BOARD POLICY – BOARD PROCESS	
Title: Board Policy Framework Policy	Reference Number: AB 010
Approved by: PHSA Board of Directors	Effective Date: February 1, 2007

One of the significant ways the Board of Director’s formalize their leadership and influence over the organization is through the articulation of directional and aspirational statements that are referred to broadly as Board Policies.

These policies bring the perspectives and goals of the organization’s strategic stakeholders, and the values and mores of the broader community, that are expressed through the Directors of the Board. Carver<sup>1</sup> has articulated four categories of Board policies, as follows.

1. The Ends to be Achieved – *“Mission Related Policies”*
2. The Means to those Ends – ensuring the achievement of ends in an effective, prudent and ethical way through policy advice to the Executive of the organization. *“Administrative Parameters”*
3. The Board-Staff Relationship – describing the Board’s relationship with the CEO. *“Board-CEO Relationship”*.
4. The Process of Governance – ensuring the effective operation of the Board of Directors. *“Board Process”*

Guidelines for defining, approving and communicating, and maintaining a Board Policy

- i) The Board has the highest level of authority in policy making, but may not exceed its legal authority. The Board’s focus is on the high level policy, oversight, financial integrity and the monitoring role of the governing body.
- ii) Approves all Mission related policies
- iii) Sets policies relating to critical executive limitations for management in financial management, human resource management, communications management, measurement, and monitoring.
- iv) Responsible for policies that fall above the delegated responsibilities of the CEO, and thereby all staff.
- v) A process to communicate new or revised policies to the organization will be the responsibility of the Board Secretary.
- vi) The Board and each Committee will be responsible for the annual review of each policy that the Board or Committee has created. Activity Calendars will be updated accordingly.

1. Carver, John, Boards that Make a Difference. Second Edition, Jossey-Bass Publishers, 1997.

## SCHEDULE OF BOARD APPROVED POLICIES AS AT JANUARY 31, 2007

Board Ref Manual #	Date Approved	Policy	Board	Audit	Finance	Gov & HR	Research	Q & A
		<b>1. MISSION RELATED POLICIES</b>						
5.02		Mission, Vision and Value Statements	X					
10.01	Consolidated to Nov 2005	PHSA Constitution and Consolidated Bylaws	X					
		<b>2. ADMINISTRATIVE PARAMETERS</b>						
5.03	Oct 2006	Strategic Plan	X					
10.03	Sept. 2004	Medical Staff Bylaws						
		<b>Financial Policies</b>						
3.17	Apr 2004	Financial Signing Authority – Board & CEO			X			
3.16	May 2004	Auditor Independence		X				
	May 2004	Banking			X			
	May 2004	Borrowing			X			
	Oct 2005	Loans to Member Agencies			X			
	Aug 2004	Investment Management			X			
	Apr 2004	Capital			X			
		<b>Communications Policies</b>						
	Apr 2004	Release of Patient/Client Information to Public						X
	Jun 2004	Corporate/Visual Identity	X					
	Apr 2004	Public and Media Relations	X					
		<b>Safety Policies</b>						
	Jun 2006	Commitment to a Culture of Patient Safety						X
	Jun 2006	Adverse Event and Incident Management						X
	Jun 2006	Hazards, Injuries, Harm...Non Punitive Reporting						X
	Jun 2006	“Stop the Line” – Authority to Intervene						X
	Jun 2006	Disclosure of Adverse Events						X
		<b>Human Resources Policies</b>						
0.00	Dec 2003	Code of Ethics				X		
0.00	Dec 2003	Standards of Business Conduct				X		
3.25	Aug 2005	Whistleblower Policy				X		

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3.26	Aug 2005	Theft, Fraud, Corruption, and Non-compliant Activities Policy				X		
0.00	Dec 2004	Human Rights Policy				X		
		<b>3. BOARD-CEO RELATIONSHIP</b>						
3.20	Sept 2002	Board, Committee and Chair Evaluation Process				X		
3.19	Sept 2002	Performance Evaluation Process for the President & CEO				X		
		<b>4. BOARD PROCESS</b>						
3.05	June 2002	ToR for Board Chair				X		
3.13	Sept 2002	ToR for President & CEO				X		
3.04	Feb 2003	ToR for the Board of Directors				X		
3.06	June 2002	ToR for a Director				X		
130.00	Dec 2005	ToR for Secretary to Board				X		
3.03	Sept 2002	Board Operating Guidelines				X		
3.07	Feb 2003	Code of Conduct & Conflict of Interest Guidelines for Directors				X		
210.00	Feb 2006	Long Term Board Renewal Plan				X		
240.00	Feb 2006	Board Meetings				X		
3.14	Sept 2002	Committee Guidelines				X		
330.00	Dec 2005	ToR for Audit Committee		X				
331.00	Dec 2005	ToR for Finance Committee			X			
340.00	Aug 2004	ToR for Governance & HR Committee				X		
3.09	Aug 2003	ToR for Q&A Committee						X
3.11	Aug 2004	ToR for ad hoc Committee on Cancer Research					X	
3.12	Feb 2003	ToR for Patient Care Committee						X
370.00	June 2006	ToR for Research Committee					X	
3.15	Dec 2002	Board Compensation & Expense Policy			X			
3.23	April 2005	Board Record Retention Policy				X		
3.24	April 2004	Orientation and Education Process for New Board Directors				X		
AB 010	Feb 2007	Board Policy Framework Policy				X		