

Category: BOARD POLICY – Board Process	
Title: Board Policy Framework Policy	Reference Number: AB010
Approved by: PHSA Board of Directors	Last Approved: February 1, 2007 Last Reviewed: April 13, 2011

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. Carver¹ 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 APRIL 13, 2011

(NOTE: All policies are reviewed annually but not necessarily revised annually. The Date below indicates the last time policy revisions were made and approved by the Board)

Board Ref Manual #	Date of Last Review/ Approval	Policy	Board	Audit	Finance	Gov & HR	Research	Q & A
		1. MISSION RELATED POLICIES						
5.02	Mar 2010	Mission, Vision and Value Statements	X					
10.01	Consolidated to Nov 2005	PHSA Constitution and Consolidated Bylaws	X					
		2. ADMINISTRATIVE PARAMETERS						
5.03	Mar 2010	Strategic Plan	X					
10.03	Sep 2004	Medical Staff Bylaws						X
		<i>Financial Policies</i>						
FIN100	Dec 2009	Financial Signing Authority – Board & CEO			X			
FIN130	Dec 2010	Auditor Independence		X				
FIN140	Aug 2009	Banking			X			
FIN150	Dec 2009	Borrowing			X			
FIN155	Jun 2009	Loans to Member Agencies			X			
FIN160	Dec 2009	Investment Management			X			
FIN180	Jun 2009	Capital Asset Governance			X			
		<i>Communications Policies</i>						
COM100	Jun 2004	Corporate/Visual Identity	X					
COM110	Apr 2004	Public and Media Relations	X					
COM120	Aug 2010	Release of Patient/Client Information to Public						X
		<i>Safety Policies</i>						
AS100	Jun 2010	Commitment to a Culture of Patient Safety						X
AS110	Jun 2010	Adverse Event and Incident Management						X
AS120	Jun 2010	Hazards, Injuries, Harm...Non Punitive Reporting						X
AS130	Jun 2006	“Stop the Line” – Authority to Intervene						X
AS140	Jun 2010	Disclosure of Adverse Events						X
AS150	Aug 2010	Critical Patient Safety Event Review						X
		<i>Research Policies</i>						
AB207	Apr 2009	Research Conflict of Interest Guidelines					X	
		<i>Human Resources Policies</i>						

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AB600	Dec 2010	Code of Ethics				X		
AB610	Jun 2009	Standards of Business Conduct				X		
AB620	Dec 2010	Whistleblower Policy				X		
AB630	Dec 2010	Theft, Fraud, Corruption, and Non-compliant Activities Policy				X		
HR002	Dec 2004	Human Rights Policy				X		
		3. BOARD-CEO RELATIONSHIP						
AB400	May 2010	Performance Evaluation Process for the President & CEO				X		
AB420	Dec 2009	Board, Committee and Chair Evaluation Process				X		
		4. BOARD PROCESS						
AB010	May 2010	Board Policy Framework Policy				X		
AB101	Aug 2010	ToR for the Board of Directors				X		
AB100	Jun 2010	ToR for Board Chair				X		
AB110	June 2010	ToR for President & CEO				X		
AB120	Jun 2010	ToR for a Director				X		
AB130	Jun 2010	ToR for Secretary to Board				X		
AB200	May 2010	Board Operating Guidelines				X		
AB205	May 2010	Code of Conduct & Conflict of Interest Guidelines for Directors				X		
AB210	May 2010	Long Term Board Renewal Plan				X		
AB215	Oct 2010	Orientation and Education Process for New Board Directors				X		
AB240	May 2010	Board Meetings				X		
AB250	May 2010	Board Record Retention Policy				X		
AB320	May 2010	Committee Guidelines				X		
AB330	Dec 2010	ToR for Audit Committee		X				
AB331	Dec 2007	ToR for Finance Committee			X			
AB332	Oct 2007	Board Compensation & Expense Guidelines			X			
AB340	Jun 2010	ToR for Governance & HR Committee				X		
AB350	June 2010	ToR for Q&A Committee						X
AB370	Jun 2010	ToR for Research Committee					X	

Policy Created on: February 1, 2007
Revision Dates: Schedule is updated annually

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