**CENTRETOWN COMMUNITY HEALTH CENTRE**

**BOARD DEVELOPMENT ACTION TEAM (BDAT)**

**TERMS OF REFERENCE**

**MANDATE**

The purpose of the Board Development Action Team (BDAT) is to provide leadership to develop and plan various activities, practices and policies that enable the CCHC Board of Directors to more effectively fulfill its mandate.

**RESPONSIBILITIES**

1. Ensure that an effective and comprehensive Board Orientation is in place that could include resources, workshops and presentations for new and existing Board members.
2. Make recommendations to the Board of Directors for team building activities for new and existing Board Members.
3. Carry out Board self-assessments, and arrange opportunities for Board development and training to strengthen knowledge and expertise, including in the area of quality improvement.
4. Ensure that succession planning is in place at the Board level to ensure that individuals with varied and appropriate diverse skills, expertise and life experiences are actively participating.
5. Lead the Board nomination process leading up to the Annual General Meeting.
6. Provide opportunities for Board-staff dialogue through a formal event as well as other activities.
7. Lead Board preparations related to CCA accreditation (every four years).
8. Establish and maintain liaison with the CCHC Volunteer Program to ensure continuous community representation on the Board and its Action Teams.

**ACCOUNTABILITY**

BDAT is accountable to the Board. The committee will keep the Board informed through reports at regularly scheduled Board meetings.

**MEMBERSHIP**

BDAT must be chaired by a Board member and must include francophone representation. BDAT is comprised of members of the Board of Directors and community volunteers who have knowledge and an interest in the area of Board Development issues as they relate to CCHC.

Members will be asked to commit to a one-year term, renewable annually.

**MEETINGS**

BDAT will meet a minimum of four times per year and use electronic communication, when possible, to facilitate timely and efficient information exchange and coordination.

**Approved by committee: September 14, 2016**

Approved by the Board: September 27, 2016