

‘**NAMGIS HEALTH BOARD - TERMS OF REFERENCE**

Therefore, the ‘Namgis First Nation Council hereby authorizes the establishment of a **Health Board** as follows:

1) **NAME:**

A Board is hereby established and shall be known as the ‘**Namgis Health Board** and hereafter shall be referred to as the “**Board**”.

2) **BOARD MEMBERS:**

The **Board**, composed of the following, shall consist of seven members:

- a) One **Band Councillor** and an **Alternate Councillor** appointed by the ‘Namgis First Nation Council. The alternate will only have voting privileges if the **Council** appointee is absent.
- b) One person appointed by the ‘Namgis Education Board.
- c) One person appointed by the Whe-la-la-U Area Council.
- d) Two ‘Namgis Indian Band Members in Alert Bay to be chosen by the ‘Namgis First Nation Council from the **Consumers** of the Health Centre.
- e) *One person designated by the St. George’s Hospital Board of Alert Bay as an Ex-officio Member. Youth/Elder ??*
- f) One person appointed by the Musgamagw Tsawataineuk Tribal Council.

3) **TERMS OF OFFICE:**

- a) The ‘Namgis First Nation **Councillor** or **Alternate** will serve as Chairperson throughout his/her tenure.
- b) The remainder will serve for a period of two years overlapping to provide continuity.
- c) Members may only be appointed for three consecutive two year terms. However, they may be re-appointed after a term out of office.

4) **REPRESENTATION:**

- a) In making appointments to the **Board**, Members shall be residents of the area jurisdictions of the **Councils** represented under **Board Members**.
- b) All Members completing their term of appointment shall remain in office until their respective successors have been appointed.

5) **DISQUALIFICATION:**

- a) Any **Board** Member who ceases to be resident of the area jurisdictions of the Councils represented under **Board Members**.
- b) Any Member of the **Board** who has been absent from three (3) consecutive regular meetings of the **Board** shall forfeit office unless such absence is caused through illness, business travel or authorized via resolution of the **Board**.
- c) Any behaviour unbecoming a **Board Member** in contravention of the Band **Code of Ethics**, as described in the Band Employee Policy.
- d) Any behaviour or action that contravenes the “**Contract of Office**”.

6) **RESIGNATION:**

- a) A Member may resign his/her office at any time upon filing a written notice of resignation to the Secretary of the **Board**. Such resignation will be formalized at the next **Board** meeting. This is to allow for time to finish up and report any **Board** business that the Member is engaged in.
- b) Any person who resigns from office shall be eligible for re-appointment to the **Board**.

7) OFFICERS:

a) CHAIRPERSON

- 1) The Chairperson and Vice-Chairperson shall be the 'Namgis First Nation Council appointees. This is to facilitate continual liaison with the 'Namgis First Nation Council.
- 2) Vacancies occurring before expiration of term will be appointed by the 'Namgis First Nation Council on an interim basis.

b) SECRETARY OF THE BOARD

- 1) The Health Centre Administrator shall provide and supervise secretarial services to the Health Board.

8) DUTIES OF OFFICERS:

a) CHAIRPERSON or VICE-CHAIRPERSON

- 1) Shall be responsible for supervising and conducting **Board** meetings in an orderly fashion.

b) SECRETARY TO THE BOARD

- 1) Shall be responsible for arranging all meetings.
- 2) Shall be responsible for taking notes & distribution of minutes.
- 3) Shall be responsible for correspondence and other related functions pertaining to the **Board**.

9) QUORUM:

- a) A majority of its membership at the time it is necessary to form a quorum.
- b) A majority of the Quorum is required to carry on with a recommendation or other proceedings of the Board.

10) MEETINGS:

- a) Regular meetings of the **Board** will be at least once a month with a minimum of eight meetings being mandatory per year.
- b) The time, place and dates of regular meetings shall be established.
- c) Special meetings may be called by the **Chairperson** or **Vice-Chairperson**, or **Health Centre Administrator** with at least 24 hours notice.
- d) The **Chairperson** shall only have a vote in the event of a tie.
- e) The **Vice-Chairperson** shall act as an Ex-Officio Member of the **Board**. In the event of the absence of the **Chairperson** the **Vice-Chair** shall assume the **Chairperson's** duties.
- f) Four voting Members shall constitute a quorum.

11) HONORARIA:

- a) Honoraria for Board Members will be paid on attendance basis; the sum of fifty (\$50) dollars will be paid per meeting.
- b) Staff Members appointed to the Board are eligible for honoraria only if the meetings are held after business hours.

12) RESPONSIBILITIES:

- a) The Health Board shall be responsible to the 'N̄amgis First Nation Council and to the Membership of the 'N̄amgis First Nation, and shall make reports to Council.
- b) The Board shall oversee the provision of comprehensive Health and Social Service programs of the Band; and
- c) The Board shall assume the authority, responsibility and accountability for Policies, Programs and Management of ALL Health, Youth and Social Service Programs; and
- d) The Board shall determine from time to time appropriate changes or new programs that are consistent with Community Needs & Objectives; and
- e) The Board shall in agreement with Government Authorities assume responsibility for Environmental Health in accordance with Legislation in place from time to time.

13) HIRING/SELECTION COMMITTEE FOR HEALTH CENTRE POSITIONS:

2 - Members of Band Council	1 – Health Centre Administrator
1 - Member of the Health Board	1 – Program/Department Head
1 - Band Administration	

Passed by Council - January 14, 1992