

Manual	Board of Directors	TERMS OF REFERENCE
Section	Terms of Reference	
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TERMS OF REFERENCE - INNOVATION AND TRANSFORMATION (I&T) COMMITTEE

Purpose and Scope

To oversee and make recommendations to the Board of Directors regarding Innovation and Transformation (I&T) in the context of the hospital's strategic vision.

Innovation and Transformation refers to a) leveraging information, communication, automation and other technologies (ICAT) to achieve Humber's strategic direction, b) driving adoption of transformative technologies that further the strategic objectives including safe, effective and high quality care, and c) enabling continuous advancement and improvement of Humber's strategic direction.

Roles and Responsibilities

As a Committee reporting to the Board of Directors, the I&T Committee will do the pre-work of the Board in the following key areas of responsibility and in other areas as may be identified by the Board from time to time:

- a) **Innovation and Transformation strategy:** oversee the innovation and transformation strategy in the context of the overarching vision and mission of the hospital.
- b) **Innovation and Transformation excellence:** ensure excellence in the area of innovation and transformation so as to advance and influence Humber's strategic evolution.
- c) **Information, Communication, and Automation Technology (ICAT) operations:** oversee the effectiveness and on-going evolution of ICAT operations to ensure that service level objectives and quality standards are achieved as able within the Alternate Funding Program (AFP) framework.

Reporting relationship

The Chair of the I&T Committee will provide written and verbal updates to the Board on a regular basis.

Membership and Voting

The I&T Committee will have a minimum of five (5) members and a maximum of seven (7) members. The Chair is appointed for a one-year term.

Voting:

- Chair appointed by the Board of Directors from amongst Directors as recommended by the Nominating/Governance Committee;
- At least three (3) additional elected Board members;
- President and CEO.

Non-Voting:

- Board Chair, ex-officio;
- Chief Information Officer;
- Executive responsible for clinical programs;
- External Member;
- Appointee from the Medical Staff Association.

Quorum

Majority of Committee membership.

Meeting Frequency

Meetings will be held as often as necessary to do the work of the Committee and, likely some 5 meetings a year will be required. Meetings may be held either face to face or via teleconference.

The expectation is that members of the Committee will attend all meetings and every effort will be made to ensure that meeting times are scheduled at convenient times and with sufficient notice.

References