


Policy Name:	BOARD ACCOUNTABILITY POLICY		
Policy Number:	GOV-202	Formerly	BG-210
 West Elgin Community Health Centre	Creation Date: February 2000	Reviewed Date: March 2021	Approved by: Board of Directors

SUMMARY

The Board of Directors (the “Board”) and each Director are accountable to all of the West Elgin Community Health Centre’s (the “Centre”) stakeholders including without limitation, clients, staff and the funders, including Ontario Health West for the operations and activities of the Centre. As it evolves, it is expected that the Board will take on additional accountability requirements associated with the Elgin Ontario Health Team.

PROCEDURE

In order to ensure such accountability the following procedures and processes shall be followed:

- All meeting minutes and resolutions of the Board and any Committees of the Board or Members shall be prepared and approved in a timely manner and retained at the Centre’s main office as per GOV-220 Corporate Record Retention. Such Minutes shall be available to the Directors and Members upon reasonable request.
- The Membership Secretary shall ensure that all Members are provided with timely notice of all meetings of the Members.
- The Board will provide an Annual Report to the Members at their Annual Meeting and such other reports as the Board may determine to be necessary or advisable.
- The Board shall ensure the provision of any report required by any funder, including Ontario Health West, or any other legislative reporting requirement, is made on a timely basis.