

**TERMS OF REFERENCE FOR THE  
STAKEHOLDER RELATIONS COMMITTEE**

**1. PURPOSE**

- (1) The purpose of the Stakeholder Relations Committee (the “Committee”) is to assist the Board of Directors (the “Board”) in supporting management led external and internal communications responsibilities, as well as supporting Board specific goals and objectives with respect to stakeholder relations.
- (2) Responsibility for internal and external communications activities of the Interior Health Authority (the “Authority”) is vested in management.

**2. COMPOSITION AND OPERATIONS**

- (1) The Committee shall be composed of all directors of the board, with the Board Chair acting as Chair.
- (2) The Committee shall operate in a manner that is consistent with the Committee Guidelines.
- (3) Committee meeting frequency shall occur in accordance with the General Guidelines for Committees.

**3. DUTIES AND RESPONSIBILITIES**

- (1) Subject to the powers and duties of the Board, the Board Chair has the responsibility to support:
  - (a) Meetings with the Minister of Health or delegate(s), and/or other Health Authority Chairs, at the request of the Minister;
  - (b) Joint IH Chair – RHD Chairs meetings (two times per year);
  - (c) Meetings of the Partnership Accord Leadership Table;
  - (d) Meetings of the IH Health Authority Medical Advisory Committee; and
  - (e) Health Authority community/site tours with the CEO.
- (2) Subject to the powers and duties of the Board, the Committee has the responsibility to support/facilitate:
  - (a) Opportunities for external partners/stakeholder presentation(s) at the Board’s public meeting, to provide context and information relevant to the Board’s mandate;
    - i) the Committee will invite presentations through the Board Resource officer; or

**TERMS OF REFERENCE FOR THE  
STAKEHOLDER RELATIONS COMMITTEE**

ii) the Board Resource officer will communicate requests from stakeholders/partners to present to the Board to the Committee;  
(b) Representation at public events led by the Authority or the provincial / a municipal government related to Authority business.

- (3) The Committee will review and discuss reports from its members who have attended events on behalf of the Board of Directors.  
(a) Where Directors become aware of questions or concerns raised by Authority stakeholders/partners, they will bring them to the attention of the Board Chair in a timely manner.

**4. ACCOUNTABILITY**

The Committee shall report its discussions by maintaining minutes of its meetings and providing an oral report at the next Board meeting through the Board Chair.