



Community Advisory Committee (CAC) Chair and Vice Chair Profile

KW4 OHT

The Kitchener, Waterloo, Wellesley, Wilmot, and Woolwich (KW4) Ontario Health Team (KW4 OHT) is a collective of 41 member organizations from primary care, home care, hospitals, community and social service agencies, long-term care, mental health, Indigenous health, municipalities, and post-secondary education.

Together with patients and families, the KW4 OHT is working towards co-designing a health and wellness system for all 500,000 plus residents. This system will offer seamless, interconnected care and continuity across providers where everyone receives integrated health and social care, delivered by providers who share responsibility for the outcomes of their patients/client's care.

Community Advisory Committee – a Network of Networks

Members of the CAC act as ambassadors for the KW4 OHT, accessing their networks to help identify gaps and unmet needs in the community and support the co design of the health and wellness system.

Collectively, CAC will be able to access a wide network of residents in diverse communities to help facilitate conversations and understanding as KW4 OHT works towards co-designing a healthier community.

Role and Responsibilities of the CAC Chair

The Chair will hold a voting ex-officio position on the OHT Board of Directors and will be familiar with the fiduciary duties and responsibilities of a Board Director.

Time Commitment

The Chair is expected to commit the time required to perform CAC and committee duties. The Chair is expected to devote at least 8 to 15 hours per month.

The CAC meets at least ten times a year. The Chair must adhere to the time commitment and expectations outlined in the Terms of Reference.

Knowledge and Education

The Chair shall be knowledgeable about:

- The operations of the OHT;
- The [OHT Engagement Capable Framework](#);
- The health and wellness needs of the community served;
- The health and wellness environment generally;
- The duties and expectations of a Chair and Vice Chair;
- Governance practices;
- OHT policies applicable to board members.

Policies and Statements

The Chair shall be knowledgeable of and comply with the policies and statements applicable to the CAC including:

- The CAC's conflict of interest policy;
- The Stipend policy;
- The Confidentiality statement;
- The Code of Conduct statement.

Teamwork

The Chair shall develop and maintain sound relations and work cooperatively and respectfully with the Vice Chair, members of the CAC, and KW4 OHT management and staff.

Community Representation

The Chair or a designate shall represent the CAC and the OHT in the community when asked to do so by the KW4 OHT Executive Director.

Role and Responsibilities of the CAC Chair and Vice Chair

In the Chair's absence, the Vice Chair will take on the role and responsibilities of the Chair for CAC meetings.

The Chair and Vice Chair will be representatives of the goals and priorities of the OHT and its Members.

Fiduciary Duties

The Chair and Vice Chair are responsible for acting honestly, in good faith, and in the best interests of the OHT.

Accountability

The Chair will be accountable to the Executive Director of the OHT. The Vice Chair will be accountable to the Chair.

Contribution to Governance

The Chair and Vice Chair are expected to contribute to the governance role of the CAC by:

- Reading materials in advance of meetings and coming prepared to contribute to discussions;
- Respecting the Terms of Reference;
- Offering constructive contributions to CAC and sub-committee discussions;
- Contributing his or her special expertise and skill;
- Respecting the views of other members of the board.

Term and Renewal

The Chair is elected for a 2-year term after which the Vice-Chair will have the option of assuming the role of Chair and a new Vice-Chair will be selected.