

	<input type="checkbox"/> Policy <input type="checkbox"/> Procedure <input type="checkbox"/> Protocol <input type="checkbox"/> Terms of Reference	Section <i>Policy&Procedure</i> <i>Board Manual</i>	Number 00-000
	<i>Collaborative Leadership Roundtable</i>		
Date Issued: 2025-09-25 Date Review/Revised: 2026-02-09 Next Review Date: 2028-02			
Owner: Common Board of Directors & Physicians	Reviewer(s): Common Board & Physicians		Approvers: Joint Committee of Physicians, Executive Board Members, and CEO

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Purpose

The Joint Committee of Physicians, Executive Board Members, the President & CEO, and MAC Board representative (“the Committee”) provides a structured and collaborative forum for open dialogue, shared leadership, and coordinated decision-making on matters that impact the strategic direction, planning, and operational effectiveness of the organization. The Committee fosters alignment between medical leadership and organizational governance to promote high-quality, patient-centred care.

Objectives

- Enhance communication and build trust among physician leaders, board representatives, and the President & CEO.
- Promote collaboration on strategic initiatives, organizational priorities, and system transformation.
- Identify and address emerging issues impacting care delivery, workforce engagement, and hospital performance.
- Involve medical leadership in strategic and capital planning processes.
- Support the timely resolution of operational or governance challenges affecting physician engagement and hospital functioning.

Authority

The Committee is advisory in nature and does not have decision-making authority.

Membership

- Board Chair (Chair or Co-Chair) (voting)
- President & CEO (voting)
- Chiefs of Staff (voting)
- Presidents of Medical Staff (voting)
- 1st Vice-Chair (voting)
- Board representative for MAC (voting)

Roles and Responsibilities

- Actively participate in discussions and attend meetings regularly
- Represent the perspectives of their respective roles/groups
- Maintain confidentiality and support constructive problem-solving
- Identify governance and operational priorities, and determine responsibility for implementation
- Bring forward concerns and feedback from their stakeholder groups, including challenges, opportunities, and resources
- Support and communicate Committee outputs within their networks

Meetings

Frequency: Minimum quarterly, or more frequently as required

Quorum: A majority of members, including at least one representative from each stakeholder group (at least one Physician from each site, Board, President & CEO)

Agenda: Prepared collaboratively by the Chair(s) in consultation with members

Minutes: Documented and distributed to all members within one week of each meeting

Reporting and Accountability

The Committee will report to the Board of Directors through a standing agenda item at board meetings, led by the CEO or a designated Committee representative. Summary reports or briefing notes may also be provided for significant items or recommendations.

Review of Terms

These Terms of Reference shall be reviewed every year or sooner if requested by the Committee or Governance Committee. Revisions must be approved by the Board of Directors.

Governance Best Practices

The Committee will operate in accordance with the organization’s bylaws, governance policies, and applicable legislation. It will emphasize transparency, respect for diverse perspectives, inclusive decision-making, and accountability.

Approval Process	Governance Committee: HHS Common Board of Directors:	2026-02-09 2026-02-27
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