

**POLICY NUMBER: POL-108**

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**Chapter:**  
**BOARD OF DIRECTORS**

**Subject:**  
**GOVERNANCE PROCESS, COMMITTEE PRINCIPLES**

**Effective Date:**  
**January 23, 2003**

**Last Update:**  
**October 24, 2013**

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**REFERENCE:**

*Workers Compensation Act R.S.P.E.I.1988, Cap. W-7.1, Section(s) 30(2)(b).*  
*Occupational Health and Safety Act R.S.P.E.I.1988, Cap. O-1.01, Section 4.*  
Workers Compensation Board Policy, Chapter Seven - Executive, Governance.

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**DEFINITION:**

In this policy:

“Committee” means a Board of Directors’ committee, whose existence and charge comes from the Board of Directors, regardless of whether Board members sit on the committee.

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**POLICY:**

1. Committees, when used, will be assigned so as to reinforce the wholeness of the Board members’ job and so as never to interfere with delegation from the Board of Directors to the Chief Executive Officer. Committees will be used sparingly and ordinarily in an *ad hoc* capacity.
  2. Committees are to help the Board members fulfil their mandate, not to help or advise the staff. Committees ordinarily will assist the Board of Directors by preparing policy alternatives and implications for Board members’ deliberation. In keeping with the
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- Board of Directors' broader focus, these committees will normally not have direct dealings with current staff operations.
3. Committees may not speak or act for the Workers Compensation Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the Chief Executive Officer.
  4. Committees cannot exercise authority over staff. Because the Chief Executive Officer works for the full Board of Directors, he or she will not be required to obtain approval of a committee before an executive action.
  5. A committee which has helped the Board of Directors create policy on some topic will not be used to monitor organizational performance on the same subject.
  6. This policy applies only to committees which are formed by the Board of Directors, whether or not the committees include non-Board members. It does not apply to committees formed under the authority of the Chief Executive Officer.
  7. Unless otherwise stated, a committee ceases to exist as soon as its task is complete.
  8. Where a committee requests information, that in the opinion of the Chief Executive Officer, requires a material amount of staff time or funds or is disruptive, the Chief Executive Officer may refuse the request and shall report that decision to the Board of Directors.
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**HISTORY:**

October 24, 2013 – Policy reviewed by Board of Directors. No changes made.

March 13, 2006 - Editorial changes made to the policy as a result of a review by the Board of Directors.

Board of Directors Approval Date: January 23, 2003

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