

**Planning & Quality Enhancement / Risk Management Committee
Terms of Reference**

SCOPE: The Planning & Quality Enhancement / Risk Management Committee is a standing committee of the Board of Directors of Community Living Oshawa/Clarington (CLOC) and reports to the Board via the Committee Chair.

COMPOSITION: The Committee is composed of:

- A minimum of two (2) members of the Board of Directors, appointed by the Board of Directors
- President as ex-officio
- A minimum of one (1) self-advocate
- Community members as appropriate
- Staff members, as directed by the Executive Director (including Directors, Operations Managers, Human Resources Managers, and any others that are deemed appropriate)

ROLE OF CHAIR: The Chair of the Committee is selected by the Committee and is a member of Board of Directors. The Chair is responsible for coordinating the completion of the tasks assigned to the Planning & Quality Enhancement / Risk Management Committee, as well as reports and recommendations for consideration to the Board of Directors. In addition, the Chair:

- Monitors Work Plan and timeframes
- Chairs the committee meeting in a fair and efficient manner, including commencing and adjourning meetings on time
- Ensures that the minutes are an accurate reflection of the meeting
- Creates a forum for participation, discussion and decision

COMMITTEE RESPONSIBILITIES: The Committee reports on accomplishments, outstanding issues, directional changes, and recommendations regarding trends and barriers. In addition, the Committee:

- Be aware and utilize CLOC's Strategic Plan as appropriate
- Be familiar with services offered by CLOC, Quality Assurance Measures, risk management and quality enhancement initiatives
- Review data, make interpretations and propose corrective action plans
- Advocate for high quality services and processes within CLOC

COMMITTEE FUNCTIONS:

- Receive reports and support the agency in matters related to legislated compliance, agency standards and accreditation
- Focus upon and emphasize continuous improvement
- Recommend and promote best practice standards
- Ensure that quality improvement initiatives receive appropriate recognition and awards
- Review the terms of reference annually and make recommendations and amendments to the Board

MEETING SCHEDULE: The Planning & Quality Enhancement / Risk Management Committee meets four times per year (optimally - January, March, June, November). The meeting schedule is the first Tuesday of every month noted, or at a time mutually convenient for all members.

REVIEW DATE: These terms of reference are reviewed annually (at minimum) and revised as required.