

 Mental Health - Care & Research Santé mentale - Soins et recherche		Innovation Committee Terms of Reference	
TITLE: ROHCG BOARD COMMITTEES			
SECTION: INNOVATION Committee Terms of Reference		NO: ROHCG Schedules Section 6.1.1	
Issued and Approved By:	ROHCG Board of Trustees	APPROVAL DATE : February 20, 2020	
		Date Initially Issued: 2019-02-21	
		Date Reviewed: 2020-12-17 2020-01-23	
		Date Revised: 2020-02-20	
Role	The Innovation Committee's role is to encourage a culture of innovation and to advise the Board on matters relating to innovation at the Royal. This is to provide better quality of care for clients and families and is not limited to clinical care – it includes all aspects of the organization, including corporate services.  Definition of Innovation – New or better ways of doing valued things.		
Responsibilities	<ol style="list-style-type: none"><li>1. To encourage a culture for Innovation in keeping with the Vision and Strategy to improve the clients and families quality of care;</li><li>2. To dialogue with senior management on Innovation initiatives that are new, Innovation initiatives outside the scope of approved budgets or board approved strategies.</li><li>3. To determine what matters within the scope of the Innovation Committee will be required to be submitted to the Board for its approval along with consulting with other relevant Board Committees as appropriate;</li><li>4. To review and report to the Board the ROHCG's approach and activities, (and also review the Board's approach), to Innovation and its measurement;</li><li>5. To facilitate learning on Innovation topics including external contacts, experiences and Ideation Sessions. Innovation Ideation Sessions may include the full Board and additional staff members of the ROHCG and be informal in nature;</li><li>6. To review and assess <i>significant</i> Innovations as recommended by senior management;</li><li>7. To recommend to the Board significant strategic Innovations as recommended by senior management and, if approved, monitor their implementation; and</li><li>8. To review the Terms of Reference annually to ensure its relevancy and make the appropriate recommendations to the Board.</li></ol>		

<b>Membership &amp; Voting</b>	<p><u>Voting Members of Committee</u></p> <p>The Innovation Committee shall be composed of the following voting members:</p> <ul style="list-style-type: none"> <li>• Three to five trustees who are independent of the ROHCG, the ROFMH and The Royal's IMHR. The intention is to have representation from each ROHCG Board Committee on the Innovation Committee</li> <li>• the Psychiatrist-in-Chief/Chief of Staff (ex- officio);</li> <li>• the ROHCG President and Chief Executive Officer (ex-officio)</li> <li>• A representative of IMHR Board (ex-officio)</li> <li>• A representative of the Foundation Board (ex-officio)</li> <li>• Vice President, Innovation and Transformation (ex-officio non-voting (management resource))</li> </ul> <p><u>NOTE:</u> Any member of the Innovation Committee who is an <i>ex officio</i> Trustee or who is an employee or a Medical Staff or Dental Staff member shall have a vote on advisory matters but shall not have a vote on matters delegated for final disposition to such Committee by the Board.</p>
	<p><u>Non-Voting Members of Committee</u></p> <ul style="list-style-type: none"> <li>- Chair, Client Advisory Council</li> <li>- Chair, Family Advisory Council</li> <li>-</li> </ul> <p>There shall be French-speaking representation on the Committee.</p>
<b>Chair</b>	<p>The Chair shall be an independent ROHCG trustee.</p>
<b>Appointment of delegates</b>	<p>The ROHCG President and Chief Executive Officer may appoint up to three non- voting delegates to the group.</p>
<b>Frequency of Meetings</b>	<p>The Innovation Committee shall meet at least four (4) times per year and has a goal of four additional Innovation Ideation Sessions a year.</p>
<b>Quorum</b>	<p>The quorum shall be 51% of the voting members provided a majority of those present are independent trustees.</p>
<b>Resources</b>	<p>The ROHCG Chief Executive Officer will identify staff member(s) to act as resources to Board Committees.</p> <p>One staff member will be identified as the Committee Secretary.</p>
<b>Reporting</b>	<p>The Innovation Committee shall report to the ROHCG Board of Trustees on a regular basis.</p>