

Alexandra Marine & General Hospital	MANUAL: Governance	Revision Date: April-2-2019
Approved by: Board	Terms of Reference Recruitment & Retention Committee	Original Date: February-25-2013

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Purpose

To identify, recommend, develop and implement strategies to make AMGH a recruitment destination and to achieve a sustainable clinical community.

Objectives

- To identify, recommend, develop and implement strategies to recruit and retain physicians and nurses for Goderich and area.
- To respond to high priority recruitment and retention needs of the community and to be consistent with the Physician Manpower Plan as determined by the AMGH Clinical Services Plan.
- To coordinate planning and collaborate with other groups to strengthen overall community recruitment initiatives.
- To discuss and identify opportunities for participation at recruitment tours, events and other venues.
- To develop and coordinate recruitment visits, provide for follow-up and look for improvement opportunities.
- To identify and solicit recruitment incentives from the community.
- To identify family and spousal interests of potential recruits and facilitate successful visits/connections.
- To develop promotional materials

Membership

- AMGH Board Members (2)
- AMGH President / CEO
- AMGH Chief of Staff
- AMGH Business Innovation and Recruitment Leader
- AMGH CNE/VP Clinical Services
- AMGH Medical staff appointed by the Medical Advisory Committee (2)
- Goderich CAO
- Goderich Mayor
- Goderich Treasurer
- MVMC Executive Director
- Community Advisory Committee (CAC) Representative
- Community representatives (2)
- Ad hoc representation as needed

Note: All committee members are voting members, unless otherwise indicated.

Chairpersons

The committee will appoint the Chair annually

Recorder

Executive Assistant to the President & CEO

Terms of Appointment

Based on appointment by position or by length of term

Quorum

50% of membership.

Frequency of Meetings

To meet monthly for nine meeting per year and for one hour in duration.

Meeting Venue

AMGH

Circulation

Minutes are circulated to members of the Recruitment and Retention Committee, AMGH Board of Directors and Medical Advisory Committee

Reporting Relationship

AMGH Board of Directors and Medical Advisory Committee.

Evaluation

Evaluation of meeting process to be completed at the end of each meeting

Confidentiality

In the course of committee business, confidential information may become known to committee members. Members have a responsibility to keep such information confidential.

Conflict of Interest

All Board and committee members have a duty to ensure that the trust and confidence in the integrity of the decision-making processes of the organization are maintained. Members will ensure that they are free from conflict, potential or perception of conflict in their decision-making. It is important that all board and committee members be held accountable to understand and acknowledge their obligations when a conflict of interest, potential or perceived arises.

Approval Process	Board of Directors Committee: Governance & Nominating Committee: Recruitment & Retention Committee:	2019-05-06 2019-04-29 2019-04-02
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