

Sample Terms of Reference for a Joint Health Service Provider Board Task Force for a Voluntary Integration Initiative¹

1. The Boards of **[insert name of health service providers]** authorize the establishment of a governance Task Force to confirm the feasibility of and to provide strategic direction and oversee transition planning toward the **[describe integration]** to provide appropriate, coordinated, effective and efficient services.
2. The Boards of **[insert name of health service providers]** authorize the establishment of an Operations Group/Committee of their CEOs/Executive Directors to plan and report to the Task Force on the proposed integration.
3. The Task Force is to be comprised of an equal number of representatives including the Board Chair or designate from each participating organization as a full voting member.²
4. The members will select the chair of the Task Force (may include independent chair, rotating chair, co-chairs).
5. The Task Force will be guided by the **[insert name of LHIN]** (the “LHIN”) integrated health service plan and the **[strategic plans / joint planning framework document]** of the participating organizations.
6. The voting members of the Task Force will keep the Boards of their respective organizations fully informed and seek direction as required from their Boards in a timely fashion so as to expedite the work of the Task Force.
7. The Task Force will collaborate as required with the LHIN:
 - for communication purposes, and
 - to determine the level of the LHIN’s participation on the Task Force, if any.
8. The Task Force will meet **[insert frequency]** and will submit its recommendations to the Boards of the participating organizations by **[date]**.
9. Costs associated with the work of the Task Force will be shared by the participating organizations.
10. The Task Force will present its report and recommendations to the Boards of the participating organizations for approval.

¹ The Board of each participating health service provider should approve any Terms of Reference adapted for use.

² The Task Force membership would only include a small number of Directors and could include the CEO/Executive Director from each organization.