

Downloadable Agenda & Charter Asset Module 1: Governance Bodies & Meeting Cadence



Agenda Template:

See visual reference below of a Quality Committee Agenda (Of note: this visual is for example purposes only)

Quality Committee Agenda 1:00 pm - 2:30 pm

Step	Time Allotted
1. Review and Approval of August 2025 Meeting Minutes	5 Minutes
2. Review of Quality Dashboard	20 Minutes
3. Review of Ongoing Quality Improvement Activities (*15 Minute Presentation on Outreach and Engagement to improve end of year Breast Cancer Screening Rates)	25 Minutes
4. Review of Quarter 3 Strategic Goals	15 Minutes
5. New Business	5 Minutes
6. Open Discussion	15 Minutes
7. Wrap up	5 Minutes

Compliance Committee Charter Template:

Title	Compliance Committee Charter
Date Chartered	Date
Timeline	This is an ongoing Charter. This Charter will be reviewed annually in the month of January of each year. Any edits will be brought for approval to the Board of Directors.
Meeting Frequency	Monthly on the 3 rd Thursday. These meetings will be held in person as well as virtually.
Sponsor	Board of Directors

Downloadable Agenda & Charter Asset Module 1: Governance Bodies & Meeting Cadence

Title	Compliance Committee Charter
Purpose	<p>The Compliance Committee Responsibilities include a focus on:</p> <ul style="list-style-type: none"> • Risk Management (identifying, assessing, and mitigating risks) • Ongoing Policy Development (creating, updating, and approving policies and procedures) • Monitoring and Oversight (auditing, training, and tracking compliance) • Communication and Reporting (ensuring transparency and providing updates to stakeholders) • Continuous Improvement (driving initiatives to enhance the compliance program)
Oversight	<p>Provide guidance and oversight across:</p> <ul style="list-style-type: none"> • Review, approve, and assist in the implementation of organizational policies that relate to compliance • Organize and report mock and routine audit findings • Identify, implement, and study impacts to continuous improvement initiatives
Chair and Vice Chair Roles	<p>The Compliance Chair will represent the committee in all matters. The Chair is accountable for:</p> <ul style="list-style-type: none"> • Convening and leading meetings • Developing, prioritizing, and approving meeting agendas • Ensuring engagement of members • Facilitating conflicts among members • Providing leadership to members • Ensuring regular communication with committee members regarding decisions made by other groups that impact this committee • Providing recommendations and an annual report to the Governing Board on behalf of the committee <p>The Vice Chair will support the Chair in all activities above and will cover the duties of the Chair in his/her absence.</p>
Member Accountability	<p>It is expected all members will participate in at least 10 out of 12 annual meetings.</p>

Downloadable Agenda & Charter Asset Module 1: Governance Bodies & Meeting Cadence

Title	Compliance Committee Charter
<p>Membership</p>	<p>This committee shall be comprised of:</p> <ol style="list-style-type: none"> 1. Chief Compliance Officer 2. Secretary (responsible for meeting minutes) 3. Chief Financial Officer 4. Chief Medical Officer 5. Chief Information Officer 6. Risk Manger 7. HR Manager 8. Quality Manager
<p>Terms</p>	<p>All members serve a term of 2 years and will not serve more than 3 consecutive terms. Council members that have termed out of membership may continue attending meetings as a non-voting committee member and reapply for membership after one year, if interested. Terms will be staggered to provide for both turnover and continuity in committee membership.</p> <p>Annual Recruitment:</p> <p>The Compliance Committee Chair is responsible for ensuring member vacancies are announced in April of each year. The nominating and selection process takes place in May, with new member recommendations presented to the Governing Board in June. The selection process is concluded in June to ensure new members' effective start date is July 1.</p> <p>Special Circumstances:</p> <ol style="list-style-type: none"> 1. In the event a recruitment effort does not result in any new member applications the terms of current members may be extended for the length of one term. 2. In the event a member cannot complete their term the Committee Chair may initiate recruitment to fill the vacant slot.