Liaison Committee – Annual Work Plan 2023-24

Item	Committee Responsible	August	September	October	November	December	January	February	March	April	May	June	July	As Required
1. Quality, Performance & Safety														
2. Finance and Audit														
3. Governance														
a) Review Committee Terms of Reference	LIA		X											
b) Review/Update Committee Annual Work Plan	LIA		X											
c) Review meeting schedule	LIA		X											
d) Plan for accreditation	Board/All													X
4. Strategic Plan and Strategic Directions														
a) Review and recommend specific strategic directions related to Liaison Committee	Board/All											X		
b) Review progress on PSFDH Strategic Plan	Board/All											X		
5. Stakeholder Relations and Engagement														
a) Review relationship with Ontario Health East, other health system providers and key stakeholders	LIA													X
b) Receive for information the PSFDH communications plan and strategy	LIA				X									
c) Develop and maintain a system of accountability to: our community, our municipal partners, our foundations and auxiliaries	LIA						X							
d) Review and update forward facing documents (website) (bi-annual)	LIA													X
e) Oversee the development and dissemination of annual report 2023/24	LIA						X							
f) Commence coordination and development of Annual Report 2023/24 (begin May 2023)	LIA										X			
g) Request delegations (budget) with area municipalities to provide	LIA						X							

Item	Committee Responsible	August	September	October	November	December	January	February	March	April	May	June	July	As Required
hospital update/core capital request														
h) Medical Staff/Board Engagements	LIA/Board													X

Colour Legend	
Completed by Target	🟩
In progress, but not completed by target	🟨
Not in progress and not completed by target	🟥

References:
1. OHA, Guide to Good Governance 3rd Edition, Sample Work Plan
2. Tillsonburg District Memorial Hospital/Alexandra Hospital Ingersoll, Joint Board of Directors' Annual Work Plan & Priorities 2019