

## Sample Guidelines for Working Together on a Joint Board Task Force<sup>1</sup>

### [Insert title] Voluntary Integration Initiative

As members of the Joint Board Task Force we will:

- be honest, open and respectful in our interactions with one another,
- commit to participate actively in the process with the understanding that each representative has an equal voice in the planning and decision-making process,
- work to achieve consensus and explore options to reach consensus,
- respect the consensus of the Joint Board Task Force in our external communications and not attribute the position of individual representatives,
- focus on creating a new opportunity to “*integrate the services of the local health system to provide appropriate, co-ordinated, effective and efficient services*”<sup>2</sup> while being respectful of the traditions, goals and expectations of the participants,
- understand the best interest of our organization(s) as effectively meeting the needs of our patients/clients and the communities to be served through improved care,
- focus on finding the right solution,
- recognize the potential for conflict of interest and determine steps to address this as required in the decision-making process,
- provide the necessary resources to support the planning and decision-making processes,
- jointly determine the messages to be communicated to our internal and external stakeholders, and
- look to our [chair/co-chairs] to manage the process fairly, stay on track and provide advice and recommendations on substantive and process issues that are critical to the success of the integration.

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<sup>1</sup> These Guidelines may also be adapted for less formal Board interactions.

<sup>2</sup> See section 24 of the Act.