**Policy # FCSS-0099.17**

**FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)**

**RIMBEY COMMUNITY HOME HELP SERVICES (RCHHS)**

**POLICY**

**NAME: QUALITY ASSURANCE STAFF MEETINGS AD-HOC COMMITTEE**

**DEPARTMENT: ADMINISTRATION**

**EFFECTIVE DATE: OCTOBER 5, 2017**

**Rationale:**

The Rimbey FCSS/RCHHS holds the safety, welfare and health of its clients, employees, volunteers, board members and the general public as a high priority in all its operations. It is one of the objectives of the organization to establish and maintain an accredited status.

**Establishment and Purpose:**

The Quality Assurance Staff Meeting Committee (QASM) was established by the Rimbey FCSS/RCHHS Management Team and approved by the Board. This Committee will meet monthly after office hours, rotating volunteers to Chair, take minutes and prepare supper (at minimal expense to the Agency). The purpose of these committee meetings is to carry out quality improvement activities and to study the implementations of Accreditation along with its standards and procedures. The FCSS/RCHHS Board will review the purpose and effectiveness of this committee once the Qmentum process is finished and establish whether or not to allow the committee to continue to meet.

**Composition of Committee:**

This committee is comprised of Program Team Leaders/Coordinators, Supervisors and management team members that are directly responsible for ensuring that the standards are met through Accreditation Canada.

**Deliberation and Recommendation:**

The Executive Director will report to the Board about this Ad Hoc Committee’s progress and could make periodic recommendations to the Board in respect of the subject on which it was created to advise the Board of any committee recommendations. The Board will take into consideration, but will not be bound by, these Ad Hoc Committee recommendations.

Revised/Reviewed: ***May 30, 2019***

This policy shall be reviewed at the discretion of the Board but at least annually.