

## **Covid-19 Board Strategic Response call**

### **1. Terms of Reference**

#### **a. Purpose**

To provide a forum for the MHL Board to oversee our organisational response to the outbreak of Covid-19.

#### **b. Objectives**

To provide strategic oversight of the operational response to Covid-19

To manage the daily organisational response plan

To authorise any changes to processes, policies, SOPs and guidelines required by our response to Covid-19

To authorise any expenditure associated with our response to Covid-19

To sign off communications produced by the Covid-19 response team

### **2. Membership**

- Chris Sellers
- Gary Green
- Vanessa Webb
- Raj Phagura
- Michelle Darraugh (chair)

Board members should make every effort to attend each meeting. The meeting will be quorate with three members of the Board present.

### **3. Frequency**

The call will be held daily Mondays to Fridays. This frequency will be reviewed as the Covid-19 situation develops.

### **4. Review**

These terms of reference will be reviewed weekly.