

GOVERNANCE COMMITTEE

On June 29, 2016 the Board of Directors stood up the 'Policies and Procedures Advisory Committee' (now the Governance Committee). The Committee cannot implement any recommendations; only provide recommendations and guidance to the Board for the Board's consideration and / or approval.

The Governance Committee mandate is as follows:

1. To provide opportunities for all members to voice their concerns and suggestions for the 'Good of the Association'
2. To develop policies and procedures that:
 - a) Provide clarity around the Association's Constitution and Bylaws
 - b) Provide clarity around operational items as identified by the Board
 - c) Recommend new policies and procedures to the Board for consideration and to aid the Board in delivering good governance to the Association
3. Report Governance Committee activity to the Board and the General membership

GOVERNANCE CHAIR OUTLINE

- Be familiar with Association Bylaws and Policies
- Schedule monthly (or as required) meetings of the Governance Committee; and chair same
- Set agenda for committee meetings and ensure minutes are recorded and circulated to committee members and the Board
- Agenda based on: existing tasks; new tasks as directed by the Board; new tasks as identified by committee members or the general membership
- Circulate agenda to committee members prior to the Gov meeting
- Assign members to specific tasks and follow up to ensure progress
- Communicate regularly with the President and other officers of the Association
- Attend monthly meetings of the Board of Directors
- Identify members for the position of Deputy Chair and recommend same to the President
- Recruit new committee members