

## Governance Policies and Procedures



<b>Policy Name:</b>	<b>Committee Formation Policy</b>
<b>Policy Number:</b>	004
<b>Policy Type:</b>	Role of the Board
<b>Approval Date:</b>	October 23, 2017
<b>Date for Review:</b>	Every 3 Years

### INTRODUCTION

The CFLA-FCAB Board will establish committees from time to time to conduct work relevant to the Federation.

### PURPOSE

The purpose of this policy is to define the scope of action and parameters within which committees may be struck.

### DEFINITIONS

'Committees' can refer to any of the following:

- Standing Committee: responsible for financial or governance oversight (i.e. Finance Committee, Executive Committee, Audit Committee)
- Permanent Committee: responsible for a specific program or function
- Task Forces: time-limited tasks on a specific topic
- Action Groups: development of a limited program or activity

### **Term of Appointment:**

The length of time of a Task Force or Action Group shall conclude when the deliverables have been completed. It is recommended that for standing committees and permanent committees, team member terms overlap to ensure knowledge transfer and consistency.

### POLICY STATEMENTS:

It is the policy of CFLA-FCAB that all committees are approved by the Board of Directors and that all related expenses have been budgeted for committee work.

Committees must:

Have a general statement on the goal or role of the committee/task force, what it will do and why it was created. The role should be relevant to the work of the board.

Clearly define the bounds of responsibility and authority of this committee/task force (scope). What do they need to address and what is outside their area of concern? What can they decide on and what needs to be addressed by the board?

Create terms of reference to be approved by the board that must include the following:

- The type of committee
- A description of the scope of the committee's mandate, responsibilities and goals
- The number of members required
- How members are selected and how the chair is appointed
- A description of expertise, skill sets, or representation that is required.

- The reporting required
- Identification of the most critical duties and responsibilities
- Identification of the resources required to meet the various objectives of the committee/task force; meeting expenses, other funds and administrative support.
- Timelines, meeting frequency, meeting procedures, reporting schedule and communication.

The Chair of the committee must be approved by the Board of Directors.

**RELATED DOCUMENTS:**

Committee Terms of Reference Template.