

## **GOVERNANCE COMMITTEE**

### Terms of Reference

#### **Role**

The role of the Governance Committee is to support the Board by making recommendations which help it function efficiently and fulfill its legal and ethical responsibilities. This is done through governance policy development, training programs and monitoring of Board activities.

#### **Membership**

The Governance Committee shall be comprised of;

- Board Chair
- At least two other Board Directors

#### **Responsibilities**

1. Develop timeline for policy review by Committee.
2. Review Board manual, governance policies and procedures.
3. Review Board Portal Sections relating to Board Manual.
4. Review Annual Board of Directors Task List;
5. Present recommendations to Board periodically based on review timeline. Committee may receive assistance by way of annual legislation review done by the Executive Director - NP Lead.
6. Oversee and report the results of the annual Board Evaluation Survey.
7. Develop an annual Board education and tasking schedule.
8. Select Committee Chair annually.
  - a. The Chair of the Committee is responsible for establishing Committee meeting agendas.
9. Performance and effectiveness of the Governance Committee will be assessed annually by Governance Committee Members.
10. The Committee will approve and monitor various measures of performance accountability.
11. The Committee will collect and report to the Board the results of the Board Standing Committee Evaluations.
12. Minutes of all meetings are documented and presented to the Board at the next general meeting by the Chair of the Committee with recommendations for approval.

#### **Meeting Frequency**

- The Governance Committee will meet every two months or at any time deemed necessary during intervals between regular meetings of the Board.