

NATIONAL ORIENTATION MANUAL * POLICIES AND PROCEDURES

NATIONAL COMMITTEE GUIDELINES

1. Purpose/Mandate

- Objectives and mandate of each committee are developed in compliance with the national strategic plan by the Executive Board
- Committee terms of reference will define each committee's scope of activity and anticipated outcomes of its work
- The Terms may also include specific work, activities or tasks that the committee is intended to complete

2. Committee Chairs

- Committee Chairs are appointed by the Executive Board, and shall hold office for one year unless their Terms of Reference deem otherwise, and shall stand until their successors are duly appointed. Members of the Executive Board shall not act as committee chairs unless it is so defined by bylaw (ie Nominations Committee).
- Committee Chairs shall attend an annual orientation teleconference meeting of all committee chairs, any regularly held meetings of committee chairs, and the two annual in person National Council meetings
- Committee chairs shall provide leadership; facilitate committee group discussion, and communicate on a timely basis to other parts of the association
- Chairs shall develop meeting agendas in accordance with meeting the objectives of the strategic plan and ensure follow-up activities of all projects within the committee mandate
- Chairs are responsible for chairing each meeting, facilitating collective decisions in the meeting's timeframe, ensuring all committee members have the opportunity to speak on issues as they arise under pre-circulated agenda topics and ensuring meetings are run democratically and rules of order are used to facilitate the progress of the committee meeting
- Must understand the scope of the committee and that final authority rests with the Executive Board. The Executive Board does not have to accept the final recommendations of a committee and also has the final say on how the information will be used.

3. Membership Requirements

- Recruiting committee members is the responsibility of the committee chair; it is the responsibility of the Executive Board to approve membership of standing committees
- Membership varies with the purpose of the committee and shall whenever possible reflect the diversity of CCI, geographically and by membership type, unless committee membership may be better served with a mix of skills and interests which are specifically identified in the committee's Terms of Reference

4. Roles of Committee Members

Individual committee members are responsible to:

- Attend, and participate actively, and to prepare for all committee meetings by reviewing agenda material including reports
- Review minutes of all meetings
- Ensure that any conflicts of interest are declared
- Complete all tasks assigned to them in timeframe as noted by the committee
- Ensure level of confidentiality of committee discussions/reports as appropriate for each issue, so identified, by the committee or by the Executive Board

5. Term of Office of Members

- The Term of office of each member shall be one year, renewable annually
- The Chair and Committee members are responsible for the development of a succession plan, including outreach to non-current Council members to populate committees, to ensure continuity of matters coming before the committee

6. Committee Meetings

- The committee must meet a minimum of four times a year by conference call, unless stipulated differently within that specific committee's Terms of Reference, and as many as required depending on the activities being worked on.

7. Communication

- **Executive Board:** A member of the Executive Board is appointed as a liaison with each committee and shall act as a resource to the committee and attend all meetings, if possible. The Chair may request that issues/concerns/initiatives be brought to the Executive's attention through the Executive Liaison. The Executive Liaison is to provide clarification on any questions the committee may have in terms of committee's directive as tasked by the Executive Board
- **Council:** The Chair is responsible to ensure that a formal report is submitted by the deadline for each Council meeting for general updating of Council.

8. Committee's Authority, Accountability and Reporting Requirements

- **Accountability** – standing committees are accountable to the Executive Board, or if a subcommittee, to that parent committee. Same holds for a task force.
- **Authority** – the Executive Board gives a committee its authority, stating in the Terms of Reference what outcomes would be acceptable and to whom they would go (ie to the Executive, to members, etc)
- **Code of Conduct:** Accepts the CCI Code of Conduct for National Council Delegates and National Committee Members
- **Reporting:** (i) need to keep minutes of committee meetings; and (ii) must provide committee reports to the twice annual Council meetings, and as requested by the Executive Board.

9. Financial Accountability

- Each committee is responsible for developing a committee budget, with full explanations, for submission to the National Treasurer by March 15th annually for consideration in the next fiscal year's annual budget.
- The Committee Chair is responsible for monitoring their budget and ensuring their expenditures fall within their approved budget parameters. For any special projects, or items not within their approved budget, requests are required to be brought to the Executive Board for consideration.