



Board Committee Terms of Reference

Effective: ~~July 11th 2016~~ December 1st 2017

USC Board

Last Reviewed: ~~July 11th 2016~~ December 1st 2017

To be Reviewed: September 2018

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1. ~~1~~ Objective

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To ensure proper delegation of work, adequate opportunities for discussion, and proper workflow.

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2. Committee Membership

1. Members for each committee will be selected, with input from the incoming board, at the final board meeting of the year.

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3. Committee Chairperson

1. At the first meeting of each sub-committee after AGM the committee will elect a chair.

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4.2. Board Agenda and Development Committee

1. Mandate

i. Responsible for developing the monthly meeting agenda ~~and for developing and applying the Board Training and Mentorship program under the guidance of the Board Chair.~~

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2. Composition

- i. Board Chair ~~(As Committee Chair)~~
- ii. Vice-Chair
- iii. President
- iv. Secretary-Treasurer
- v. Chief Operating Officer
- vi. Recording Secretary
- vii. Senior Manager, Advocacy and Government Services (As Committee Chair)

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5.3. Finance Committee

1. Mandate

i. Responsible for reviewing financial documents and providing recommendations to the Board of Directors. The Finance Committee will review and provide recommendations on Quarterly reports, the budget, financial policy, investments, the reserve, and any other financial information as needed.

2. Composition

- i. ~~Board Chair or Vice Chair (As Chair)~~
- ii. ~~Three~~ Two Directors
- iii. Secretary-Treasurer (Non-Voting)

6.4. Governance Committee

1. Mandate

i. Responsible for reviewing By-Law and policy changes and providing recommendations to the Board. The Governance Committee will also work with the Secretary-Treasurer to ensure the Policy Plan is being followed.



2. Composition

- i. ~~Board Chair or Vice Chair (As Chair)~~
- ii. ~~Three~~Two Directors
- iii. Secretary-Treasurer (Non-Voting)

75. Human Resources

1. The Human Resources Committee mandate and composition are governed by the Human Resources Committee Terms of Reference.

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Page 1 of 2

87. Gazette Publishing Committee

1. The Gazette Publishing Committee mandate and composition are governed by the Gazette Publishing Committee Terms of Reference.

8. Advisory Committee

- ~~1. The Advisory Committee mandate and composition are governed by the Advisory Committee Terms of Reference.~~

99. Context and Enactment

1. Documents Repealed –
2. Supporting/Related Documents – By-law #1: Corporate By-law, Human Resources Committee Terms of Reference, Gazette Publications Committee Terms of Reference, Advisory Committee Terms of Reference.
3. Date Passed – ~~11 July 2016~~^{1st} December 2017
4. All previous Amendments - 11 July 2016

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