

# O'KEEFE RANCH AND INTERIOR HERITAGE SOCIETY BOARD POLICY MANUAL

Approved: Feb 2018

## 2. H. GOVERNANCE COMMITTEE TERMS OF REFERENCE

### 1. PURPOSE (Description)

The Governance committee is responsible for the ethical, legal and smooth running of the society. They are responsible for ensuring that all policies and committee terms of reference are reviewed annually, amended as necessary and brought to the Board for approval.

The governance committee will specifically organize process and draft or update a strategic plan each year. An annual Board self evaluation will also be conducted and reported on annually.

### 2. COMPOSITION (Membership)

A minimum of 2 board members will be appointed annually  
A maximum of 2 former board or community members may be invited by the committee to join the Governance Committee to provide expertise and assistance.

### 3. SCOPE AND AUTHORITY (Authority)

Committees exist to support the mandate of the Board and assist staff with implementing that mandate. Committees have NO authority over staff and should not provide direction to them. The President or designate is responsible for providing direction. Committees are advisory in nature and require Board approval for implementation of recommended policy and use of staff time or resources. Decisions or actions may be taken within approved policies.

### 4. MEETING ARRANGEMENTS

Committees will meet at least quarterly and more frequently as workload or board direction requires.

#### 5. REPORTING

Minutes or record of discussions should be kept of all Committee meetings and shared with the board following their committee meeting.