

O'KEEFE RANCH AND INTERIOR HERITAGE SOCIETY  
BOARD POLICY MANUAL

Approved: March 2018

SUCCESSION PLANNING AND COMMUNITY  
INVOLVEMENT COMMITTEE TERMS OF REFERENCE

1. PURPOSE (Description)

Annually the committee will provide the Board with suggested skill sets need in recruiting new board members and ensure as late of candidates is presented at the AGM.

The Succession Planning and Community Involvement Committee is responsible for ensuring that at least quarterly updates are provided to the City of Vernon and Township of Spallumcheen as encouraging participation by the respective councils.

The Committee will explore opportunities to involve the broader community.

2. COMPOSITION (Membership)

A minimum of 2 board members will be appointed annually  
Up to 3 community members for one year terms that can be extended for up to six terms.

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.