



SUBJECT: Board Committees	CATEGORY: Governance	NO. G-1.13
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PREAMBLE

In accordance with *The SIAST Act* (section 9), the board shall appoint committees to assist it in doing its job.

POLICY

- As required, the board shall establish ad hoc and standing board committees. Committee members shall abide by the same code of conduct as governs the board.
- The board chair and board vice-chair shall serve on the executive committee and they shall serve as ex-officio members on all other board committees.
- The board shall review the structure, terms of reference, and membership of its committees on an annual basis.
- Terms of reference for board committees shall include the following: purpose responsibilities, membership, terms of appointment, meetings and reporting.
- The board chair is responsible, for each committee of the board, to provide the Minister responsible for SIAST with a copy of the approved committee minutes, certified by the secretary of the board or the committee, together with copies of any resolutions or bylaws adopted at the meeting.

PROCEDURES

- At the June board meeting, the board chair shall invite board members to submit their preferences for membership on standing board committees.
- At the annual board retreat, the board chair and board vice-chair will recommend standing committee appointments and standing committee chairs to the full board for ratification effective July 1. The term of appointment for standing board committees shall be July 1 to June 30.

Approved by: Board of Directors	Prepared by: Institutional Secretary/ Board Governance- Policy Committee	Date Issued: September 25, 2009	Supersedes/New Supersedes	Page 1 of 2 #G-1.13
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- Each standing board committee shall review its structure and terms of reference and bring forward any recommendations for change at the June board meeting or as required.
- In the event of a vacancy to a standing board committee, the board chair may appoint a replacement for the balance of the term.

Approved by:	Prepared by:	Date Issued:	Supersedes/New	Page
Board of Directors	Institutional Secretary/ Board Governance- Policy Committee	September 25, 2009	Supersedes	2 of 2 #G-1.13