



Policy and Governance Committee

1.0 Objective

The Policy and Governance Committee is responsible for providing oversight of the Institute's governance practices with the objective of ensuring good governance, accountability and transparency.

2.0 Functions and Responsibilities:

- 2.1. Annually review the by-laws, rules, and policies of the Institute, and make recommendations to the Board of Directors if changes are required;
- 2.2. Periodically review the Institute's governance practices, taking into consideration established governance best practices;
- 2.3 Develop and recommend an approach to governance issues to the Board of Directors ;
- 2.4 Assist in the development of roles and responsibilities and interactions of Board members, National Executive members, and the Institute's Sections;
- 2.5 Establish procedures to evaluate the performance and effectiveness of the Institute's committees;
- 2.6 Keep the National Executive and Board of Directors informed on current best practices in governance

3.0 Membership

The Committee is chaired by the current President of the Institute and comprised of no fewer than five members at large or members from the Board of Directors. Members will serve a minimum 2-year term on the Committee.

4.0 National Involvement

National office staff will be assigned as a resource to provide committee support. Financial resources to support governance initiatives may be allocated to the committee if deemed necessary. The allotment must be voted on by the National Board of Directors.

5.0 Conduct of Policy and Governance Committee

- 5.1 The Policy and Governance Committee will be chaired by the President of the Institute;
- 5.2 Meetings will be scheduled no less than four times per year;
- 5.3 Most decision-making is expected to be consensual. If a consensus is unclear or in doubt, the chair may clarify the committee's view by calling a vote in which a simple majority shall prevail;
- 5.3 All final documentation and budgetary resources must be approved by the Board of Directors through a vote.

6.0 Confidentiality

The deliberations of the Committee and its discussions with potential candidates will often be candid and personal in nature. Committee members are expected to keep the specifics of such deliberations and conversations confidential and to exercise a high degree of discretion in any statements made about the work of the committee.

7.0 Accountability

The Policy and Governance Committee is accountable to the National Board of Directors through the Committee Chair.

8.0 Meetings and Reporting

- 8.1 Throughout the year communication will take place primarily through e-mail. Conference calls will be arranged by the Chair;
- 8.2 The Committee shall report formally to the National Board of Directors on its proceedings throughout the year;
- 8.3 The Committee will provide a short synopsis of annual Committee actions for inclusion in the Annual Report.