

Number: II 010  
Subject: Board Committee Structure

Approval Date: September 2, 2008.

Effective Date: October 1, 2008.

Revised:

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Policy Statement:

A committee is a Board committee only if its existence and charge comes from the Board, regardless of whether Board members sit on the committee. Unless otherwise stated, a committee ceases to exist as soon as its task is complete.

1. The Board of Trustees will assess the contribution of and need for each committee, reviewing committee terms of reference, objectives and work plans.
2. Trustees who are assigned to chair a Board of Trustee committee will:
  - a) oversee the activities delegated to the committee
  - b) ensure committee work adheres to board policy and committee terms of reference
  - c) schedule all meetings of the committee and prepare agendas
  - d) provide sufficient time during meetings to discuss adequately the agenda items
  - e) ensure committee minutes are completed
  - f) facilitate the performance review of the committee and its work