

Policy Committee – Terms of Reference

SCOPE: The Policy Committee is accountable to the Board of Directors of Community Living Oshawa/Clarington.

COMPOSITION: The Policy Committee is composed of a maximum of eight (8) members. The members of the Policy Committee are:

- Board Chair
- Working Chair
- Appointed Board members

Committee members are required to contact the Executive Assistant if they are unable to attend a meeting. In addition to attending meetings, committee members may be required to review information in preparation for each meeting. Participation at committee meetings is critical and members absent from three consecutive meetings without just cause will be regarded as resigning from the committee.

ROLE OF THE CHAIR: The Chair of the Policy Committee is appointed by the Board of Directors and is a member of the governing body. The Chair is responsible for completing the tasks assigned by the Policy Committee, as well as for recommending actions for consideration by the Board of Directors. It is the responsibility of the Chair to ensure that tasks and motions of each meeting of the Policy committee are distributed according to Board procedures. The functions of the Chair of the Policy Committee include the following:

- Ensuring the completion of tasks assigned to the committee as defined by the Board of Directors, including the development of the Work Plan
- Chairing the committee meetings in a fair and efficient manner, including starting and adjourning meetings on time
- Ensuring that the minutes of the committee meeting reflect the major points of discussion and record major decisions
- Providing an opportunity for all members of the committee to participate in the discussion of the meeting

ROLE OF THE “WORKING CHAIR/ VICE CHAIR:

The Working Chair/Vice Chair of the Policy Committee is appointed by the committee members, and is a member of the Board of Directors. The Working Chair/Vice Chair is responsible for:

- Supporting the completion of tasks, including the development of the Work Plan
- Chairing committee meetings, in place of the Chair
- Supporting the Chair in the review of meeting minutes, as required
- Working collaboratively with the chair to ensure equal participation and understanding for all members of the committee, including the circulation of materials

COMMITTEE RESPONSIBILITIES:

The Policy Committee is responsible for the completion of the following:

- Reviewing policies and implementing appropriate changes for submission to and approval by the Board of Directors
- Develop new policies as needed for submission and approval by the Board of Directors

- EXPENSES:** Committee members are reimbursed for eligible expenses that have been approved by the Policy Committee.
- TIMEFRAME:** The Terms of Reference and Work Plan of the Policy Committee are reviewed on an annual basis by the Board of Directors of CLOC.
- WORK PLAN:** The Work Plan for the Policy Committee is developed in November each year based on policies due for review. (Do we need to say anything about quorum?)