



Governance Committee

TERMS OF REFERENCE

1. Committee Type Standing

2. Mandate

To provide recruitment, orientation, development, policy review and evaluation of and members of EJHS Board of Directors who will commit to fulfilling the vision, mission and objectives of the organization.

3. General Purpose

The role of Governance Committee is to:

- develop and implement formalized procedures in the areas of board recruitment, orientation, development and evaluation
- ensure that the board has a complement of members in accordance with the bylaws and board governance requirements
- ensure that orientation, development and evaluation activities occur regularly
- review board governance policy as needed and recommend policy changes as required.
- makes recommendations to the Board of Directors, regarding Directors and candidates for Board membership.

4. Appointments and Committee Composition

- Committee is chaired by a member of the Board
- Minimum of two other Board members are members of the committee
- Chief Executive Officer and Board Chair are ex-officio members of the Committee

Key Responsibilities

Committee Representatives

- Take a lead role in developing recruitment, orientation, development and evaluation practices and procedures for the Board of Directors.
- Decision of the committee will be reached by consensus of all committee members

Board Representatives

- Represent the Board's vision and perspective on recruitment, orientation, development and evaluation
- Identify and recommend the appointment of prospective Board members to the Executive Committee
- Report to the Board regarding committee's activities
- Engage the Board in discussions about recruitment, orientation, development and evaluation procedures

Staff Representatives

- Ensure that the agency needs for documentation regarding Board volunteer commitments and participation are clear and well communicated
- Provide administrative support to the committee's activities
- Recommend Board orientation and development activities and opportunities

Meetings

- On a schedule set by the committee
- At call of the Chair

Resources

- As in the budget approved by the Board of Directors

Annual Objectives

- Established during the September meeting of the committee

Reports and Target Dates

- Report to Board at Board meetings

Review and Evaluation

- At year end, review accomplishment of objectives established at September meeting
- Terms of Reference reviewed annually by committee