

COMMITTEE OPERATIONS PROCEDURES

In order to involve all the directors and other members of the Society in the Society's work, the Board of Directors has a number of committees. All committees of the Board have **terms of reference approved by the Board** which articulate the scope of responsibility of the committee, its composition, and its meeting time. All **Board committees report to the Board**. With the exception of the Executive Committee whose members (the Officers of the Society) are elected by the Board, **all members of Board committees are appointed by the Board**.

Board committees normally report to the Board by **providing their committee-approved minutes**, with supporting documents if required, at the next Board meeting after the committee has met. This keeps Board members informed about each Committee's plans and activities.

Most committee terms of reference contain the statement "It operates at all times in **accordance with the mission, goals, strategies and policies of the Society**." This is designed to ensure that all activities of the Society are focussed on achieving the same purposes, are adhering to the policies the Board has approved, and that no committee is pursuing an activity that may be contrary to the Society's Constitution and By-laws, its Joint Operating Agreement with the City of Vancouver / Park Board, or any legal or other constraints.

Committee **meeting times** are set out in each committee's terms of reference. This allows committee members and Centre staff to plan their calendars and avoids conflicts with other committees' meeting times and meeting rooms.

Committee Terms of Reference should be reviewed by the Board for currency and continued relevance every three to five years.

Each director is expected to sit on at least two Board Committees. (See Board and Committee Member Duties, August 2008). Each year following the Annual General Meeting, each director of the Society is asked to indicate which Board committees s/he would like to work on. The Executive reviews the requests and assigns individuals to the different committees taking into account their expressed preferences, their backgrounds, skills and abilities, the requirements of each committee, and the work load balance across the Board. The Executive will make every effort to meet minimum committee membership requirements of each committee before assigning more than the minimum number of Directors required to any committee.

Appointment of **members of the Society** who are not members of the Board of Directors to Board committees is encouraged.

To monitor the Society's progress towards achieving its goals, each committee is asked to prepare a list of its **annual measurable goals** at the first meeting following the AGM and report on the **achievement of those goals** before the next AGM.