

**Victoria West Community Association
Governance Committee
Terms of Reference**

Type: Standing committee.

Chairperson: Appointed annually by the Directors at their first meeting following the AGM

Responsible to: VWCA Board of Directors

Purpose:

- To facilitate effective governance processes and procedures, board development and succession

Timeframes, Reporting and Communication with the Board:

Monthly written reports to the Board, and to Association members at the AGM

Limitations:

For the purposes of exercising the powers delegated to it by the board, the Governance Committee is authorized to expend, or commit, funds to the level approved by the Board in its annual budget, or to the level approved by a further resolution of the Board.

Composition: Chair, one or more other directors and one or more VWCA members. Non-members of the Victoria West Community Association who are interested in the purposes of the Society may sit on the Committee at the discretion of the Committee Chair Not to exceed 40% of the committee membership.

Specific Areas of Responsibility:

1. Reviews and drafts bylaw revisions
2. Develops facilitating policies and procedures for board business including but not limited to: qualifications of board members, officers and committee chairs; conflict of interest guidelines; management of board agendas; recording minutes of board and committee meetings; committee reporting procedures
3. Develops terms of reference for the board committees.
4. Develops job descriptions for board members, officers of the board, committee chairs, and committee members
5. Develops the board orientation package and an annual proposal for on-going board development opportunities, especially for new board members
6. Develops procedures for board evaluation and succession
7. Makes recommendations to the board on any actions to be taken with regard to governance.
8. Works with the committee chairs and associated committees in the development of policies and procedures.