



Policy:

**Governance Committee:
Terms of Reference**

Governance Committee

The Governance Committee is a Committee of the Board.

1. Mandate and Objectives

The mandate of the Governance Committee is to advise the SSBC Board of revisions/updates/issues related to SSBC's Bylaws and Policies & Procedures.

2. Composition, Appointment and Roles

The Committee shall be composed of the President of SSBC, or their designate, the Executive Director and up to two Board members or other SSBC members,

Annually, after each AGM the Board will approve the membership of the committee,

The Committee Chair will be the President or their designate,

3. Meetings

The Committee will review annually the policies as described in SSBC Policy and Procedure Manual #1,

The committee will meet as required throughout the year,

Quorum shall be a simple majority of members,

Voting shall be conducted as necessary in order to determine the final recommendation of the Committee.

4. Reporting

Minutes are to be kept of each meeting,

The Board may ask at any time for an update on the work of the Governance Committee.