

## Speech and Hearing BC Policy Statement & Procedures

I.25

### AREA: Governance

### SUBJECT: Terms of Reference for Standing and Ad Hoc Committees of Speech and Hearing BC

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#### COMMITTEE NAME

Committee Name

#### MEMBERS

Names, contact information, roles/responsibilities.

Requests for expressions of interest in the formation of the Committee will be offered to the membership.

#### MANDATE

The Committee is struck as a (Standing or Ad Hoc) Committee of Speech and Hearing BC effective (date) and is charged with.....

#### SCOPE

What will the committee address and what is outside its scope?

What are the bounds of responsibility and authority of this subgroup?

#### REPORTING AND RESPONSIBILITY

The Committee will submit a written report to Provincial Council (PC) at least 3 times annually. PC may request additional verbal or written reports as needed. Draft copies of all papers will be presented to Provincial Council for approval prior to publication and/or distribution as an official Speech and Hearing BC document. The completion date for any paper or position statement will be agreed upon with Provincial Council. A final report is due on the one year anniversary date unless otherwise agreed upon between Provincial Council and the Committee.

#### SCHEDULING

The Committee will meet at the discretion of the Chair. Meetings will be held via teleconference once the Committee has been established, unless otherwise approved by Provincial Council.

#### TERM

The term of this Committee is (duration). A final report is due on the one year anniversary date unless otherwise agreed upon between Provincial Council and the Committee.

#### BUDGET

The committee's budget, if relevant, is authorized by Provincial Council and shall exist for a one year maximum. All monies, including budgeted amounts, being spent require pre-approval from the Executive Committee or Provincial Council.

Governance Policy I.25a  
Committee Report Template

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Committee Name:
Date:
Submitted By:
Work Completed <ul style="list-style-type: none"><li>•</li></ul>
Work Currently in Progress <ul style="list-style-type: none"><li>•</li></ul>
Request for Provincial Council Assistance or Decision <ul style="list-style-type: none"><li>•</li></ul>
Future Plans <ul style="list-style-type: none"><li>•</li></ul>