

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

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 or virtually 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

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

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