

## Speech and Hearing BC Policy Statement & Procedures

### I.3

#### AREA: Governance

#### **SUBJECT: Committee Structures and Terms of Reference for Committees Not Chaired by a Provincial Council Member**

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##### POLICY:

Standing and Ad Hoc committees that are not chaired by a Provincial Council (PC) member will focus on goals, programs, and initiatives that reflect the needs and interests of members. Committees shall be given sufficient autonomy to allow them to accomplish their goals independent of continuing direction from PC. However, they will ensure that their goals and terms of reference are consistent with those of Speech and Hearing BC's strategic plan and mission. Committees should not feel the need to take continuing direction from members except, for example, through formal surveys. They may however, solicit feedback from members at large. Committees should not feel immobilized by having to consult members on what they want to do and to deal with conflicting directions from members.

Standing committees fall into four primary groups:

- Area Committees;
- Interest groups;
- Member services;
- Advocacy.

Within each primary group there are a number of committees with chairs and members. Each of these primary groups is represented on Provincial Council by a Director. Directors shall act as consultants to the committees on issues of governance, policy and bylaws, and assist committees in setting goals and terms of reference that reflect the Association's Mission, Vision, and annual strategic plan.

Committees shall consist of a minimum of 3 Speech and Hearing BC members who have special needs/interests and/or expertise in a professional area of focus. Area committee membership will comprise members living in the specified Speech and Hearing BC Area. Since committees are member-driven, proposals for new committees may be initiated by request of members, following the policies and procedures represented in this document.

The current committee groupings and PC representation are as shown in the following chart and examples of additional committees that might be formed by member request are also provided:

## PROVINCIAL COUNCIL STRUCTURE

### Standing Committees

<b>Provincial Council Directors of Interest Groups</b>	<b>Provincial Council Directors of Member Services</b>	<b>Provincial Council Directors of Advocacy</b>
Early Intervention SLP	Professional Education	Public Education
Schools SLP	Area Reps	Social Media
Adult Services SLP		
Private Practice SLP		
Private Practice AUD		
Public Practice AUD		

### AD HOC COMMITTEES:

#### PROCEDURE:

- Terms of Reference: A brief “Terms of Reference” will be created by/for each committee to present its:
  - purpose/mandate, including;
  - what is expected;
  - authorities and boundaries;
  - budget if applicable;
  - selection of chair;
  - term of office for chair and members
  - guiding principles; and
  - how work will be done/processes to be used
- Goals and Deliverables: Each committee will also produce a brief description of its goals and achievements for the year. These should align with the Association’s strategic plan.
- Progress Reports: Each Committee will provide progress reports to their Director at least 2 weeks prior to each PC meeting, and will provide an Annual Report to the Director prior to the AGM. The guidelines outlined in the policy on PC and Committee Reports should be used as a reference.
- Consultation with Provincial Council: When significant committee issues and needs arise, they will be taken to Council by the appropriate Committee Chair. Committee chairs who are not Directors on PC may be invited to attend PC meetings as required, but are not entitled to vote at PC meetings. A request to attend a PC meeting should be made by the committee chair by verbal or written request to the President. Where guidance is needed from PC, for example, on a policy issue, the request and background

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information will be submitted to PC at least 2 weeks in advance of the meeting in which the issue is to be considered. Unresolved issues will be escalated to Council through the appropriate Committee.

- **New Committees:** New Committees will be developed by member groups who represent a unique set of needs, interests and/or expertise. The member group may initiate discussion about their unique status with a Provincial Council. Provincial Council will advise the member group on the requirements and expectations of a standing/ad hoc committee and procedures for proposing a new committee; and assist the members in writing a proposal to be presented to PC. A designated member of Provincial Council will act as liaison with PC and provide the proposal to PC for comments / questions / approval. Once approved by PC, the newly formed committee will be required to observe all relevant bylaws and policies and procedures to conduct their activities and business.