



Quest CHC Standing Committees of the Board; Working Committees; and Advisory Committees

Re: Governance Policy B8; By Laws of The Corporation Section 5:15

Standing Committees

These committees continue from year to year to assist the Board of Directors in addressing specific roles and responsibilities, and are responsible to the Board.

Governance Committee

Purpose

The purpose of the Governance Committee is to ensure that the board fulfills its legal, ethical, and functional responsibilities through adequate governance policy development and governance infrastructure, recruitment strategies, training programs, monitoring of board activities, and evaluation of board members' performance.

Responsibilities

The Governance Committee will ensure that the board of directors is able to govern the organization effectively through:

1. Creation of governance policies and procedures
2. Recruiting, interviewing and nominating suitable board members
3. Providing orientation and training programs for board members
4. Evaluating the performance of individual members and the board as a whole.
5. Overseeing the development and implementation of recruitment processes for CHC membership
6. Ensuring that an Annual General Meeting takes place.

Governance Policy Development

The Governance Committee will ensure that policies are created and periodically reviewed which define:

1. The roles and responsibilities of the board
2. Duties and responsibilities of directors and officers
3. Duties and responsibilities of board committees/advisory groups
4. Conflict of interest procedures
5. Procedures for nomination, selection, and removal of directors.

Recruitment & Selection

The Governance Committee will ensure that:

1. The board does not fall below the number of directors required by the bylaws
2. Directors appointed to the board understand and agree with the mission, vision and values of the organization
3. Directors appointed to the board understand and agree to the time and participation requirements of board members

4. Directors appointed to the board understand and agree to the legal requirements of board members
5. Elections and appointments to the board comply with bylaws and other legal requirements.

Education

The Governance Committee will ensure that directors are able to discuss, debate, and plan the following from a basis of knowledge:

1. The organization's mission, goals, objectives, programs and services
2. The organization's budget and financial statements
3. The roles, duties and responsibilities of the board, committees, individual directors, and the Executive Director.

Evaluation

The Governance Committee will ensure that the board, its committees, and its members are able to plan their activities with knowledge of the achievements, abilities, strengths, and limitations of current directors, staff, and volunteers.

Accountability

The Governance Committee is accountable to the Board of Directors for ensuring that the following tasks are completed:

1. Creation and annual review of a 3-5 year plan for board development based on the strategic plan and the annual board assessment
2. Annual assessment of the board's strengths and weaknesses
3. Annual meeting
4. Ongoing recruitment of members who can augment the strengths and build on the weaknesses
5. Training, coaching, and mentoring for directors to develop their own skills as board members and committee members
6. Monitoring the attendance and contribution of members
7. Drafting governance policies and budgets for board development
8. Keeping records of recruitment history: names suggested, who approached, what happened
9. Producing and keeping current, documents needed for recruitment efforts.

Frequency of Meetings

The Committee will meet on an as needed basis, and at least quarterly.

Approved: 11.06.09