

Techsploration Board of Directors Procedures for Committees

Application

These “Procedures for Committees” and the Techsploration Charter apply to all standing committees, ad-hoc committees and working committees as identified in the Techsploration Charter.

Terms of Reference

Each committee has a Terms of Reference with clear written statements of purposes, duties and other information as needed.

Structure and Standard Operating Procedures

Each committee adopts the following structure and operating procedures:

- The Chair is appointed by the Board of Directors.
- A minimum of two volunteers, external to the Board, are invited to participate on each committee, excluding the Executive and Governance committees.
- A regular meeting schedule (i.e. monthly, quarterly, etc.) is established and followed.
- Decisions are made using the Techsploration Consensus Model.
- Minutes of all meetings including time, persons present, actions and decisions are kept with a copy sent to committee members and made available to board members upon request.
- Minutes are recorded by Techsploration staff.
- The committee is represented at Board of Directors meetings by the chair.
- The chair brings forward action and decision items during the committee reports at Board meetings.
- The Executive Director or her delegate is an ex-officio member of each committee.

Responsibilities of the Committee

Each committee is responsible to:

- identify and plan the objectives/activities pertinent to the committee’s mandate;
- undertake the required activities to fulfill the objectives when the responsibilities do not clearly fall under the job descriptions of staff;
- recommend policies and/or major new projects to the Board;
- review its Terms of Reference annually; and
- prepare an annual plan and report (see below).

Responsibilities of the Chair

The committee chair is responsible to:

- monitor and co-ordinate the activities of the committee members;
- oversee the work of the committee members;
- schedule meetings as needed;
- liaise with other committee chairs as needed;
- report on committee progress to the Board; and
- seek direction and approval from the Board for activities.

Annual Plan and Report

Each committee prepares an annual plan and report which is to be submitted to the Board and presented at the AGM.

- The chair is responsible to present an annual report of activities and accomplishments.
- The annual report also includes a review of committee goals, purposes, and operating procedures for the past fiscal year.
- The chair is also responsible to present an annual plan for the upcoming fiscal year, including specific goals, projects and proposed budget.