

## **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.