



Governance Work Team

Terms of Reference

Approved: May 17, 2021

Composition	5 to 7 members
Members	CSBA Vice President, 3 to 5 other board members selected by the Board of Directors. Policy 1.3.4 (3.3) (3.5)
CHAIR	CSBA Vice President
Chair's Duties	<ul style="list-style-type: none"> ● Chair the meetings; ● Set the agenda and dates in consultation with CSBA Executive Director and members; ● Ensure notes are kept and posted; ● Submit the annual work plan to CSBA Executive Director after first meeting of the year; ● Submit a report to the CSBA Executive Director to include with the materials for the Board of Directors' meetings. The report should include the activities of the past months, steps the Committee/Work Team will take over the coming months, and recommendations to the Board. Policy 1.3.4 (3.11) ● Act as spokesperson; Policy 1.3.4 (3.11) ● Encourage active participation and country wide representation from members. Policy 1.3.4 (3.4)

<p>Mandate</p>	<ul style="list-style-type: none"> ● To develop governance framework structures, procedures, roles, responsibilities, and policy review, including ongoing review. ● The Governance Work Team has the authority to engage in research, communication, fact- finding in order to achieve their mandate and functions. ● To make recommendations to the Board of Directors on all matters pertaining to effective governance. ● To receive and review all policy and Constitutional/ByLaws revisions or amendments. ● To research and stay current on best governance practices.
<p>Duties</p>	<ol style="list-style-type: none"> 1. Provide strategic direction/advice to the Board of Directors on governance matters. Policy 1.3.4 (3.2) 2. Develop an annual work plan linked to the Strategic Plan as appropriate. Policy 1.3.4 (3.10) 3. Monitor compliance with the Constitution and receive, review and make recommendations to the Board of Directors on suggested amendments to the Constitution. 4. Review and suggest policy changes, policy additions or policy deletions to the Board of Directors for consideration and approval. 5. Work in collaboration with all other CSBA Committees/Work Teams. Policy 1.3.4 (3.12) 6. Regularly review the terms of reference for this work team and make recommendations to the Board for any changes.