



5.9 TERMS OF REFERENCE TEMPLATE

Insert Name of Committee

Approval/Revision Date

Approval Date: November 2020

Revision Dates: Feb 4, 2025

1. Mandate

Defined role or purpose of the committee as determined by the board of directors.

2. Authority

Make recommendations to the board of directors.

3. Membership

Minimum 2 directors (or designate)

Minimum 1 member association executive director/CEO

4. Support

Supported by the CSBA Executive Director and may also be supported by contracted or member association staff under the authority of the CSBA Executive Director.

5. Chairperson

The chairperson will be selected annually from among the committee members, by the committee members.

6. Chairperson's Duties

- a. *Chair the meetings.*
- b. *Set the agenda and meeting dates in consultation with the CSBA Executive Director and committee members.*
- c. *Share meeting minutes with the board of directors, highlighting recommendations and financial implications.*
- d. *Submit the committee's annual work plan to the board of directors.*

7. Duties

List of the specific duties of the committee as outlined by the Constitution, in policy or by the board of directors.

8. Meetings

Detail the intended frequency of meetings.