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| Drafted by: Policies and Procedures Committee | Effective Date: September 21, 2023      |
| Person(s) Responsible: to be determined       | Scheduled Review Date: to be determined |

## Committees Policy

### Introduction

The membership of the Child and Youth Care Educational Accreditation Board of Canada (CYCEAB), as outlined in the bylaws, authorizes the establishment of specific standing committees and the establishment of ad hoc committees from time to time for short-term projects or to support the board’s functioning. The Board of Directors recognizes that there are times when a committee can act more effectively than can the full board. To conduct its mandate, the Board of Directors may establish and seek guidance from committees of the board as it deems necessary. The use of committees allows for issues to be studied in greater depth, the involvement of members not on the board in the study of those issues, and the preparation of recommendations to the board that enable the board to operate committees and ad hoc committees effectively and efficiently.

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### Purpose

To give direction on the policy and procedures relating to the formation and operation of board standing committees and ad hoc committees.

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### Scope

This policy applies to all directors, contract staff, and volunteers appointed by the board to standing committees and ad hoc committees.

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### Definitions

**Board Directors:** Elected members of the CYCEAB Board of Directors who provide oversight on the activities of the Child and Youth Care Educational Accreditation Board.

**Contract Staff:** Refers to those who receive contracted payment from CYCEAB, such as the Operations Manager and Chief Governance Officer and the Accreditation Coordinator.

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### Policy

The board has the authority to appoint members to its standing committees. Standing committees are identified in the bylaws. The board may establish ad hoc committees to assist in its work and membership is appointed by the board or specific standing committee to which the ad hoc committee is reporting.

There must be a board director on each standing committee.

Contract staff will participate on committees as required. By virtue of their positions, the Operations Manager and Senior Governance Officer will be a member of the Finance Committee, the Accreditation Coordinator a member of the Standards Development and Implementation Committee, and both positions will serve on the Executive and Nominating Committees.

The number of committees will be kept to a minimum. The membership term length is two years for standing committees. Ad hoc committees, by their nature, will only exist for the time needed to complete their responsibilities.

Terms of members for standing committees can be renewed by the board.

The board shall clearly define the terms of reference for each committee, including their membership, roles, procedures and functions, and the boundaries of their authority.

Each standing committee will appoint its own chairperson for a term no longer than that defined in the bylaws of CYCEAB. Ad hoc committee chairs will be appointed by either the standing committee to which the ad hoc committee is reporting or the Board of Directors.

Unless explicitly empowered by the full board, committees cannot make binding board decisions. Committees can make recommendations to the board on which the latter, and only the latter, has the power to make decisions or policy. Even where power is delegated, the board still bears responsibility.

Unless the board determines otherwise, the President of the Board of Directors can sit ex-officio on all board committees.

Committees should always have regard to the achievement of the purpose of the CYCEAB in accordance with the vision and strategy determined by the board when exercising its functions.

As per the bylaws, no committee member, with the exception of the members of the Recommendation Panel, shall be entitled to receive any salary or compensation for their role as a committee member, but nothing herein shall be construed to prevent a member from receiving any compensation from the organization for duties other than as a committee member.

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## Committees Procedures

### Responsibilities

The board appoints and removes all committee members, disbands ad hoc committees, and sets the terms of reference for committees.

The Operations Manager keeps records of the terms of reference and membership rosters for standing committees.

Each committee submits an annual work plan to the board for approval. This work plan is based on the goals and objectives developed and renewed by the board.

Each committee submits committee updates to the board for consideration at each regularly scheduled board meeting.

Each committee submits an annual update on its activities to the membership of CYCEAB via the Annual Report.

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### Processes

- 1.0 Committee members will be recruited as required and, except for the Recommendation Panel, they will be appointed by the board for a renewable two-year term based on the need of the board and the prospective member's interest and commitment to attendance and meeting the outcomes of the annual work plan.
  - 1.1 Committees, except for the Recommendation Panel, may recruit non-board members to serve on a committee to bring additional skills, experience, or networks, provided that it is consistent with any directions given to the committee by the board.
  - 1.2 The Operations Manager will issue appointment letters to all members appointed by the board. The terms of reference and annual work plan will be included with the letter of appointment.

- 2.0 Each committee, except for the Recommendation Panel, will appoint a chair for a maximum term defined in CYCEAB bylaws and a person to record notes or minutes for each meeting.
  - 3.0 The Recommendation Panel will be comprised of three board-approved reviewers and membership will be rotated either fully or in part, for each accreditation recommendation.
    - 3.1 The panel will select a chair if required and the person(s) who will write and submit the panel's recommendation using the board-approved template.
  - 4.0 Each member of a committee will be required to sign the CYCEAB Confidentiality Agreement and submit a digital signed copy to the Operations Manager. See section 3.3 of the Policies and Procedures Manual.
  - 5.0 Each committee will maintain their own records for the period required to complete their work.
  - 6.0 Committees will meet at minimum on a quarterly basis throughout the academic year and as required, except for the Recommendation Panel who only meets when an accreditation recommendation for the board is required, or when the board requires further information to help make an accreditation decision or feedback.
  - 7.0 All committees of the board, except for the Recommendation Panel, will send their annual work plan via the Operations Manager for approval by the board.
  - 8.0 All committees, except for the Recommendation Panel, will provide written updates/reports via the Operations Manager for each regularly scheduled board meeting or upon request.
  - 9.0 Each committee will provide a written summary of the committee's annual activities to the membership for the AGM via the Office Manager, within the timelines requested by the board and/or Office Manager.
  - 10.0 All committees of the board will review their terms of reference annually, including their membership and the results of their work and so report to the board and at the AGM via a written report.
  - 11.0 If a committee member is absent for two consecutive meetings without first notifying the chair of their absence, or if a committee member is absent for three consecutive meetings having notified the chair of their absence, that committee member is in breach of their obligations and is liable to be removed from the committee by the board. See HR Removal Policy xxx.
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