



### **Committee Name**

Policies and Procedures Committee

### **Type of Committee**

Standing committee of the Board of Directors for the Child and Youth Care Educational Accreditation Board of Canada (CYCEAB)

### **Term of Committee**

The Policies and Procedures Committee began as a designated committee as per the bylaws and policies and procedures of CYCEAB and will be ongoing until terminated by the members of the CYCEAB.

### **Purpose**

The Policies and Procedures Committee has a mandate to create and update policies and procedures, for approval by the Board of Directors, to facilitate CYCEAB operations in accordance with CYCEAB bylaws.

### **Accountability**

The Policies and Procedures Committee will be accountable to the Board of Directors through the chair of the Committee.

### **Roles, Duties and Responsibilities of Committee Members**

Committee members are responsible to:

- Work collaboratively to achieve the committee's purpose.
- Provide perspective of what is best for the organization.
- Participate in committee meetings.
- Follow through in a timely manner on any commitments.
- Support the success of the committee and its projects.
- Report their inability to attend a specific meeting to the chair of the committee, in advance of the meeting.

The chair of the committee will discuss individually with a committee member their intent around their future commitment to the committee if they are not upholding their responsibilities or if they miss a significant number of meetings without a reasonable explanation.

### **Chair**

The chair will be selected from the members appointed by the Board of Directors. Letters of appointment will be sent from the Board of Directors. If the chair deems it necessary to work with a co-chair, the committee can appoint a committee member to that position. The chair and/or co-chair shall call meetings of the committee, set the agenda, and send notice to committee members. They will be responsible for recording minutes and the board member on the committee will report out at the monthly CYCEAB meetings.

## **Membership**

The Policies and Procedures Committee will be comprised of at least one director of the CYCEAB Board of Directors. Other members represent a broad range of educational institutions from across the country and may include faculty, students, and CYC community partners. Term of office is generally two years. Other members shall be invited to participate in the work of the Policies and Procedures Committee on an as needed basis.

## **Meetings**

The Policies and Procedures Committee will meet at minimum quarterly to conduct the regular business of the committee, and annually to review these terms and highlight accomplishment for the annual report of the CYCEAB. Additional meetings will be scheduled at the request of the chair and committee.

## **Quorum**

Fifty percent plus one of committee members will constitute a quorum.

## **Voting & Decision-making**

The Policies and Procedures Committee shall strive for consensus when making decisions. As the committee makes recommendations to the CYCEAB Board of Directors, it is likely few decisions will have to be voted upon by committee members.

If consensus cannot be achieved, the chair will call for a vote on decisions, as they deem appropriate. The committee members will then vote on the issue at hand, defer to another meeting, or take the issue to the Board of Directors.

## **Reporting**

The chair or board designate of the Policies and Procedures Committee will provide an update of the actions of the committee at the regular meetings of the CYCEAB Board of Directors or as requested by the board. Where information from the committee requires CYCEAB board member input, the discussion will be added to the monthly CYCEAB board meeting agenda.

## **Resources and Budget**

All committee expenses must be approved by the Board of Directors prior to expenditures being made.

A committee member can request a reimbursement or that an invoice be paid directly of a board-approved expenditure by sending an email with appropriate documentation to the Operations Manager and Senior Governance Officer.

## **Deliverables**

The Policies and Procedures Committee will:

- Develop an annual goals and objectives plan to be approved by the Board of Directors.
- Develop, refine, and update the organization's policies and procedures through the creation, editing, and updating of policy and procedures documents.
- Report on its work to the board and general membership.
- Create a timeline for the regular revision of the policy documents.
- Provide a summary of deliverables/accomplishments for the annual report.

## **Review, Amendment, Modification of this Terms of Reference**

The Terms of Reference will be reviewed annually by the Board of Directors. At this time, they may be amended or modified in writing, after consultation with committee members and agreement by the board.