



POLICY CATEGORY: ADMINISTRATION

POLICY TITLE: COMMITTEE TERMS OF REFERENCE

Policy Number: 1.13A

Date Approved: March 9, 2018

Purpose: Define how committees are structured and operate

Definitions:

Policy Statement:

All Board Committees shall operate under a written mandate in the following prescribed form:

Committee name

Background

- *information on why the committee is being created*

Objective

- *list the objectives the committee will accomplish*

Authority/Limits of the Committee

In all communications, committee work and reporting,* Committee members shall abide by NSCA policies on privacy, code of conduct, discrimination and harassment, email protocol, and conflict of interest. In addition, the * Committee shall have the following authority or limits:

list any additional authority or limits for the committee

Duration/Timelines

- *list the expected duration and detailed timelines of the committee*

Composition

- President of the NSCA Board of Directors (ex-officio)
- **xx** NSCA Directors
- A member of the NSCA Board of the Directors will Chair this Committee
- **list any additional composition**

Reporting Requirements

- Regular reporting to the Board of Directors
- Prepare and present a report with suggestions to the NSCA Board of Directors, including options available and associated impacts.
- Provide the committee’s final report to the Members in advance of the Curling Congress/AGM and schedule appropriate time to consider and discuss the committee’s final report during the Curling Congress/AGM (if required)
- **any additional reporting requirements**

Support

- The Executive Director will make available staff resources to the committee as needed to complete its mandate including but not limited to **list staff/contractors required**
- Consultation
- The work of this committee will be done by teleconference calls or by electronic means
- Resources as assigned to the committee
- **list any additional support required**

[Legend:

RED - replace with appropriate information required items in black are to remain for each committee as the standard]

Scope:

Related Procedure(s):

Revision History	
Date Approved	Comments