

## 1-D

**POLICY TYPE: GOVERNANCE PROCESS**

**POLICY TITLE: COMMITTEE PRINCIPLES**

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The Council may establish committees or task forces to help carry out its responsibilities. To preserve Council holism, committees will be used sparingly. Committees will be used so as to minimally interfere with the wholeness of the Council's job and so as never to interfere with delegation from the Council to the CEO. Accordingly:

1. The Council shall establish policy setting out terms of reference for each Council committee or task force, including: purpose of the committee; whether standing or ad hoc; accountability of committee; responsibilities; committee composition; chair selection process; terms of office; frequency of meetings; reporting requirements, and name of staff liaison.
2. The Council shall review the terms of reference and composition of each Council committee on an annual basis in accordance with the policy monitoring schedule.
3. Council committees shall speak or act for the Council only when formally given such authority for specific and time-limited purposes. Such authority will be carefully stated in order not to conflict with authority delegated to the CEO.
4. Council committees are to help the Council do its job, not to help the CEO to do their job. Committees will assist the Council chiefly by preparing policy alternatives and implications for Council deliberation. The Council will not create a committee to advise staff.
5. Council committees shall not exercise authority over staff. In keeping with the Council's focus on the future, Council committees will ordinarily have no direct dealings with current staff operations. Further, the Council will not impede its direct delegation to the CEO by requiring approval of a Council committee before an executive action. The CEO works for the Council, never for a Council committee or an officer.
6. This policy applies only to Council committees which are formed by Council action, whether or not the committees include non-Council members. It does not apply to committees formed under the authority of the CEO.

Approved:	September 11, 2017
Revised:	February 26, 2018 – New #2 added to the policy.
Note:	
Monitor Date:	December each year
Monitoring Type:	The Council President shall call the Chair of each committee established by the Council to discuss this policy and seek evidence of compliance with same.