



Lanark County
Community Justice Program

GOVERNANCE COMMITTEE

TERMS OF REFERENCE

PURPOSE

The Governance Committee is responsible for the good governance of LCCJP. It supports the board in carrying out its governance tasks that aren't already the responsibility of other committees. Included in its responsibilities are:

- Strategic planning
- Policy development and review
- Bylaw review to ensure adherence to legislative requirements and updating as needed
- Board of directors annual self-evaluation and response to results
- Board member development
- Board and Committee structure
- Activation of the Nominations Sub-Committee as required

The Governance Committee will receive recommendations from the Executive Director with regards to policies in need of updating, new policies to be considered or Bylaw changes required. The committee will provide direction to the Executive Director who will develop documents for review by the Governance Committee prior to being considered by the Board of Directors. This committee is also responsible to conduct an annual Board self-evaluation and will support and encourage Board training and development opportunities. In addition, this committee will assess and review the Board and committee structure on an annual basis.

MEMBERSHIP

A minimum of one (1) and maximum of two (2) Board members will be appointed to this committee on an annual basis. The Board Chair of LCCJP will be one of these members. Other community volunteers with an interest and/or experience in Governance issues will also be appointed annually to a maximum total of four (4) members and a minimum total of two (2) members. The Executive Director will be ex-officio to this committee and will provide staff support and recommendations. The Past Chair will be an ex-officio member of the Governance

Committee to provide historical context. Placement students may attend as observers and may participate in the discussions but are considered ex-officio.

Other people may be approached to bring specific expertise to this committee on an ad-hoc basis when needed.

CHAIR

Once a year, at the first committee meeting following the Annual General Meeting, a Chair will be selected by the members of this committee. The Chair will be a Board member.

QUORUM

Quorum is deemed to be achieved at a meeting with two (2) members, at least one of whom is a Board member, plus the Executive Director (or designate) in attendance.

MEETING FREQUENCY

Meetings will be held a minimum of two (2) times a year. The first meeting will be held within sixty (60) days of the Annual General Meeting to receive the Executive Director's recommendations for the coming year. The second meeting will be held at approximately the mid-point of the year to ensure identified governance issues are on track for completion within the fiscal year. Additional meetings will be scheduled at the call of the Chair as needed.

REPORTING STRUCTURE

The Chair of the Governance Committee will report to the LCCJP Board of Directors at the Board meeting that follows each committee meeting.

PROCESS

This committee will use an interactive process utilizing the expertise of committee members. A note-taker will be selected at each meeting and the Executive Director will circulate the notes to the committee members within ten (10) business days. Any decisions of this committee involving the use of LCCJP resources or financial contributions will need to be ratified by the LCCJP Board of Directors before being implemented.

REVIEW OF TERMS OF REFERENCE

The Terms of Reference will be reviewed by the committee annually with any recommended changes forwarded to the LCCJP Board for approval. The LCCJP Board of Directors is the final decision-maker for the content of the Terms of Reference.