

CAWM Committee Policy

Approved by the Board: 03 May 2024

Definitions

For the purpose of this policy:

- The term **Board** refers to the CAWM Board of Directors
- The term **Chair** refers to the Chair of a CAWM Committee
- A **Standing Committee** is a Committee formed for an ongoing purpose. These Committees will continue on indefinitely until the Board makes a decision to alter the group's mandate.
- An **Ad-Hoc Committee** is a Committee formed by the Board for a specific time-limited purpose. The Committee will be dissolved by the Board once the purpose that the Committee was created for has been addressed.

Forming a Committee

Committees are formed at the direction of the Board.

Terms of Reference

All Committees are responsible for developing a Terms of Reference. The Terms of Reference should include the following information:

- the name of the Committee,
- a description of what the Committee intends to accomplish,
- eligibility criteria for joining the Committee,
- the application process for joining the Committee, and
- a description of how the Chair will be chosen, as well as any other leadership positions within the Committee.

A Committee may update its Terms of Reference as often as required. Updates to a Committee's Terms of Reference must be submitted to the Board for consideration, and will not be considered to be in effect until after they have been approved by the Board.

Committee Membership

An individual must be a CAWM member to be a member of a CAWM Committee. The only potential exception to this rule is if the Committee has decided to invite a representative from an outside organization to hold an "ex-officio" position on the Committee. Ex-officio positions must be non-voting positions on the Committee, and cannot serve as the Chair of the Committee.

All CAWM members may apply to join any CAWM Committee. The Committee Chair shall review all applications, and decide on which individuals will be admitted to the Committee. Committee membership may be limited to a maximum number of members if outlined in the Committee's Terms of Reference.

Committee Chairs shall be selected by the Committee following a process outlined in the group's Terms of Reference.

Each Committee shall have a member of the Board of Directors serve as a Board liaison. Each Board liaison shall be appointed by the Board of Directors. The Board liaison will be considered a member of the Committee.

Reporting to the Board

Committees must submit regular reports to the Board. The intent is to keep the Board informed of the group's activities. Each Committee should present a report to the Board at least every 3 months, or more often if requested by the Board.

Reports may be delivered by the Committee Chair during a Board Meeting. If the Chair is unable to attend a Board meeting, a Committee Report may be presented in written format and submitted to the CAWM President.

Committee Meeting Minutes

All Committees are expected to keep minutes of their meetings. Minutes should be maintained for at least 2 years following the date of the meeting.

Committee Budget

Committees are not automatically granted a budget by CAWM, however any Committee may request funding. Funding requests will be considered on a case by case basis.

Funding requests should be presented to the Treasurer of the Board. Before submitting a funding request, it is recommended that the Chair discuss the request with the Treasurer.

External Communications by the Committee

Committees are not authorized to speak publicly on behalf of CAWM, however they may communicate publicly on their own behalf. When a Committee is communicating with the public and with outside organizations, the Committee must;

- ensure that communications are polite and respectful,
- ensure that communications do not speak against or undermine decisions by the Board, and
- take care not to explicitly or inadvertently give the impression that the group is speaking on behalf of CAWM.

Committees are entitled to have a dedicated CAWM-branded email address. Requests for an email address are to be submitted to the Secretary of the Board.

Committees are entitled to have a dedicated page on the CAWM website. It is the Committee's responsibility to generate the content for the page and to ensure the content is kept up to date. Requests for a dedicated page on the CAWM website are to be submitted to the Secretary of the Board.

Committees are entitled to submit content for distribution via CAWM's official communication platforms, including the CAWM Newsletter and CAWM's social media accounts. Requests to submit content for distribution on these platforms are to be submitted to the Secretary of the Board.

Confidential Information

Committee members may receive Confidential Information while carrying out their duties on behalf of CAWM. Committee members are obligated to take reasonable steps to guard the information, including:

- Committee members must not disclose Confidential Information to anyone within CAWM or outside the organization who is not authorized to receive the information.
- Committee members must employ appropriate measures to guard physical copies of Confidential Information.
- Committee members must ensure that Confidential Information kept in electronic format is protected by appropriate electronic safeguards. This may include password restrictions on personal computers, personal phones or on individual files.

Confidential Information will be clearly identified as such, and labeled within the document, so that Committee members understand when they have a duty to guard it.

A Committee member's obligation to guard Confidential Information persists even after that individual has completed their term as a Committee member unless the information has become public in the interim.

Dissolving a Committee

Committees may not choose to dissolve on their own accord. The decision to end a Committee's mandate and dissolve the group rests solely with the Board.