

POLICY COMMITTEE

Terms of Reference

Approved by CACUSS Board of Directors, September 2014 (updated March 2018, updated Fall 2019)

Approved, by the CACUSS Board of Directors, January 30, 2020.

Principles

The CACUSS Policy Committee will:

- Make responsible, progressive and sustainable policy recommendations to the CACUSS Board in keeping with CACUSS By-laws,
- Review and utilize the CACUSS [Policy Management Guidelines](#) in assessing and updating CACUSS policy, standards, guidelines, and procedures,
- Understand that good policy helps the board, committees, and staff make and implement effective decisions,
- Ensure that administration, volunteers, and committees can function effectively with sound guidelines and procedures to guide their work,
- Mitigate risk and conflict by being transparent and clear with organizational policies and procedures,
- Consult best practices, legislation, and regulations in developing policies,
- Consider issues of decision-making and governance as a whole when developing policies,
- Regularly review and update existing policies to reflect administrative and organizational realities.

Composition/Membership

The committee will be comprised of a minimum of four (4) and a maximum of six (6) CACUSS members including:

- An at-large Director of the CACUSS Board who serves as committee chair and three (3) to five (5) three to five members at large.
- Members at large will be recruited from the general membership and appointed by the Nominations, Elections, and Leadership Development Committee.
- The Executive Director will serve as an ex-officio member of the Policy Committee providing advice, resources, and helping to draft policies.
- Other Directors/members may be invited to participate in meetings or consultation when relevant to their portfolio or area of expertise.

Terms will be for 2 years unless otherwise specified. Terms may be renewed.

As per the by-laws, committee membership will strive to be diverse in its composition including representation from various regions, institutions, and membership.

Decision Making/Responsibility

The committee will be collaborative and consensus based. For this purpose, consensus is defined as a group decision-making process that seeks an acceptable solution the whole group supports even if it is not the favourite of every individual.

Each member will review policy documents in advance of a meeting, review appropriate reference materials where available, and be prepared to discuss necessary edits or concerns.

The chair person will recommend decisions, in the form of new policies, edits or changes (either minor or significant) to existing practices and policies, and clarification on governance (decision making) that should go forward to the Board of Directors for approval. The [Policy Management Guidelines](#) document informs which new policies or standards should go forward to the Board for final approval.

The Executive Director and staff will work collaboratively with the committee chair to inventory, and track policy work that needs to occur and recommend timelines and priorities.

Accountability

The Policy committee is responsible to the Board of Directors. All decisions and recommendations must be forwarded to the Board for final approval. The Board minutes then become the official record of policy decisions being made and finalized.

Organizational policies will be posted on the CACUSS website for transparency to the membership and all volunteers. It will be updated annually.

Policy Committee Role

- Ensure that existing organizational policies are accurate, relevant, and up to date.
- Drafting, researching, and reviewing new policies as recommended by the Board of Directors, Committees, or the Executive Director.
- Presenting policy to the Board of Directors for approval.
- Reviewing governance issues if/when they arise and making recommendations to the Board of Directors on policy related governance issues. Provide consultation to other CACUSS committee as requested.

Review of Terms

The terms will be reviewed every two years or as deemed necessary by the CACUSS Board of Directors.

Meetings:

Meetings will occur at least 3x per year, but no more than 6x in a calendar year. Meetings can be called by the Chair, the Executive Director, or on recommendation of the President. Ideally, meeting times will be set at the beginning of the term, but a minimum of 1 weeks notice should be given for meetings to occur.