

# **GN Policies and Procedures**

## **Policy Section: Committees**

### ***Subsection: General***

#### **Topic: Mandate, Formation and Member Selection**

**Status: Approved by Board**

**Date: 6 December 2022**

#### **Policy Statement**

1. Committees address various facets of the GN organization and provide guidance to the GN Board. Standing committees deal with recurring issues that require continuing attention, whereas ad hoc committees address specific issues or projects that may emerge from time to time. Ad hoc committees can become standing committees if a continuing need is recognized by the Board. "Standing" and "Ad hoc" Committees are subject to Section 5 of the GN bylaws.
2. An important role of committees is to address issues in much greater depth than is possible at Board and General Meetings. Committees report directly to the Board and provide information to the membership through AGM reports and GN communication vehicles such as the Chronicle, website, Facebook, email and presentations.
3. Committees must refrain from political activities that are inconsistent with Revenue Canada restrictions for charitable organizations.
4. Committees are encouraged to collaborate and communicate with each other in areas where their activities and mandates may overlap.
5. Committee yearly budget requests are addressed by the Budget Committee, which will review them taking into account requests from other committees and the projected yearly balance. The Budget Committee then sends the overall budget to the Board for review and approval.

#### ***Procedures***

1. Committee members have a one year term and are appointed by the Board at its first meeting following the AGM. If required, new members can be appointed by the Board during the year.
2. New Committees shall meet within 30 days of being formed by the Board.
3. At its first meeting following the AGM, the Committee shall
  - a) Select a Chairperson.
  - b) For new committees, the initial mandate proposed by the Board will be reviewed with suggested amendments, if necessary, to be approved by the Board. This can be facilitated with input from the Governance Committee, which can also assist in the development of the committee P&Ps.
4. The Committee Chair shall read and follow GN's Bylaws and Policies and procedures, with particular emphasis on the Bylaws and P&Ps that are most relevant to the Committee. These will

be suggested by the Governance Committee. The Chair shall also attend training sessions given by the Governance Committee.

5. The Committee Chair shall inform the Board of any proposed changes to the Committee members.

6. Committees shall prepare minutes for their meetings and provide a final report to the AGM.

7. Committees shall prepare a budget or "wish list" to be submitted to the Budget Committee by November 15<sup>th</sup> in order to allow the Budget Committee to prepare the annual GN Budget. Committees may request budget amendments as the year progresses. Committee members shall submit their desired expenses to the Committee Chair so that the Committee can prepare and vote on an overall budget to be submitted to the Budget Committee. Committee members (including the Chair) shall avoid requesting funding directly from the Board without going through the Budget Committee.

8. Any GN members desiring to initiate a project outside an existing committee can approach the Board requesting to form a new standing or ad-hoc committee. The Board can approve the formation of a proposed committee without committing to any funding that is outside its available budgeted discretionary amount. Once created, the new committee shall submit its proposed budget to the Budget Committee. The Board may also suggest that the new committee seek external funding.

9. Committees seeking external funding shall work with the Fundraising Committee when preparing and submitting a proposal.

10. Committees shall not act in any way that can be perceived as endorsing or rallying against a particular political party or election candidate. Committees can support or object to policies and actions but not political parties. When referring to previous and existing government actions, policies or proposals, the associated political parties shall not be named but simply referred to as the 'government' or 'previous government'. The same approach shall be used for the 'official opposition'.