



boabc

Serving the Province of British Columbia for over 50 years

TITLE:	TERMS OF REFERENCE - COMMITTEES	2.4
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DATE APPROVED: September 23, 2006 **SIGNED:** Frankie Victor (Secretary)

POLICY:

Each Committee as it is formed by the President, shall be provided with a “*Terms of reference*” prepared by the President or designated Vice President, in consultation with the Executive. The General Membership shall not strike a Committee representing BOABC however any committee requested by general membership, if so approved by the President, shall fall under the responsibility of a designated Vice President.

POLICY OBJECTIVE:

To ensure that Committees formed to represent the Association are provided with a clear mandate and guidelines for them to carry out their responsibilities effectively and efficiently. Committees are expected to submit written reports to the Executive as directed, informing the Executive of the business of the Committee to enable them to make decisions in conducting the business of the Association and provide constructive feedback to the membership.

POLICY JUSTIFICATION:

Committees without Terms of reference being provided may not be successful in providing appropriate and timely information to the executive. The Committee may also not be able to fulfill their mandate or go beyond their intended mandate due to the frustration created by unclear direction.