

# STANDING COMMITTEES OF THE BOARD

## GENERAL TERMS OF REFERENCE

A standing committee of the Board of Governors is responsible for monitoring, managing and reporting matters of the College and making recommendations to the Board of Governors for adoption.

1. The College and Institute Act (the Act) provides that the management, administration and control of the property, revenue, business and affairs of the college are vested in the Board of Governors. Without limiting the foregoing or the general powers conferred on or vested in the Board by the Act, the Board has power to establish committees it considers necessary to carry out its functions.
2. Consistent with the Act and the Board By-laws, the Board of Governors of the College of The Rockies has established the following Standing Committees to carry out specific functions on behalf of the Board within the Committees' defined areas of responsibility and authority:
  - a. Executive and Governance Committee
  - b. Finance and Audit Committee
  - c. External Relations Committee
  - d. Human Resources Committee
3. Membership in the Standing Committees will be as set out in the specific terms of reference for each committee and will be by appointment of the chair of the Board of Governors.
4. The Chair of each of these Standing Committees will be appointed by the Chair of the Board of Governors. Standing Committees shall be encouraged to elect a Vice-Chair from amongst their membership. The Vice-Chair shall undertake and discharge all duties of the Chair in the Chair's absence.
5. A standing Committee may, in consultation with the President, invite employees of the College or others as may be considered necessary to attend meetings and assist in the discussion and consideration of the business of the Committee.
6. A standing Committee may, from time to time, require the expertise of outside resources. No outside resource will be retained without approval of the Board. Notwithstanding this, the Finance and Audit Committee has the power to retain outside resources, as required, to discharge its responsibilities.

7. All members of a Standing Committee, including ex-officio members, have voting rights. Staff and other persons invited by the Committee Chair to attend a Standing Committee meeting, including Board members who are not a member of that Committee, are non-voting.
8. Standing Committee recommendations shall be referred to the Board for approval and the Board shall be informed of the business conducted and duties discharged by the Standing Committee under delegated authority.
9. The Chair of the Standing Committee is responsible for reviewing and approving the agenda for each meeting of that Committee. The Secretary to the Board will work with the President and other staff as designated from time to time towards establishment of meeting agendas and preparation of meeting materials.
10. Standing Committee members may participate in Committee meetings via teleconference or other communication facilities as will permit all persons participating in the meeting to communicate adequately with each other.
11. Each Standing Committee shall review annually its own terms of reference and any changes proposed will be submitted to the Board for approval.
12. Standing Committees will focus their meetings on matters for recommendation or decision: routine items for information will normally be referred to the full Board for discussion.