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**MEDICINE HAT COLLEGE  
BOARD OF GOVERNORS  
POLICY MANUAL**

**GP- 6.4 Terms of Reference – Board Effectiveness Committee**

<b>POLICY NAME:</b> Terms of Reference – Board Effectiveness Committee	<b>POLICY NUMBER:</b> GP-6.4
<b>POLICY TYPE:</b> Governance Process	<b>DATE APPROVED:</b> February 16, 2016 <b>DATE REVIEWED:</b> June 19, 2018

The Board Effectiveness Committee is a standing committee of the Board of Governors.

1. Purpose
  - 1.1. To protect the practice of shared leadership and the policy governance model.
  - 1.2. To enable Board members to work collectively.
  - 1.3. To protect, defend and ensure good stewardship of the College.
  - 1.4. To focus on Board performance improvement, Board member recruitment and on-going Board member orientation.
2. Duties and Responsibilities
  - 2.1. To annually review the Board Effectiveness policies;
  - 2.2. To review and revise Board improvement survey instruments;
  - 2.3. To complete a review of Board performance improvement data and make recommendations for activities for continuous improvement; and
  - 2.4. To provide information to the internal associations that nominate members for appointment to the Board regarding the Board and its functions.

3. Membership:
  - 3.1. The Committee shall be comprised of four Board members, all members are voting members:
    - Board Chair
    - President (ex-officio)
    - Two Board members
  - 3.2. Annually, the Board Chair will appoint one of the members as the committee Chair.
  - 3.3. On behalf of the committee, the committee Chair may invite internal or external persons to attend meetings, in a non-voting capacity, to provide advice and assistance where necessary.
4. Quorum: The majority of the appointed members of the committee will constitute quorum.
5. Meetings: The committee will meet at the call of the committee Chair. The committee will meet a minimum of two times per fiscal year.
6. The committee will use electronic communication to reduce waste where possible.
7. The committee Chair will report to the Board.