



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

GP- 6 Board Committee Structure

POLICY NAME: Board Committee Structure	POLICY NUMBER: GP-6
POLICY TYPE: Governance Process	DATE APPROVED: 17 March 2015 DATE REVIEWED: 17 January 2017

Board committees, when used, will be assigned so as to minimally interfere with the wholeness of the Board's job and so as never to interfere with delegation from Board to President.

1. Board committees will assist the Board by preparing policy for Board deliberation.
2. Board committees shall not to be created by the Board to advise employees.
3. Board committees may not speak or act for the Board except when formally given such authority for specific and time-limited purposes.
4. Board committees cannot exercise authority over employees. The President works for the full Board, she/he will not be required to obtain approval of Board committees before an executive action. In keeping with the Board's broader focus, Board committees will normally not have direct dealings with current employee operations.
5. Upon the request of the President, the Board may also make appointments to administrative committees, which report through the President. In the case where a committee, formed under the authority of the President has Board representation, the individual Board member shall act in a non-voting advisory capacity.

6. Board Committee Structures

6.1 A committee is a Board of Governors committee only if its existence and charge comes from the Board, regardless whether or not Board members sit on the committee.

6.2 The Board of Governors will establish the following committees:

- Executive Committee,
- Finance and Audit Committee,
- Policy and By-Law Committee and
- Board Effectiveness Committee.

6.3 The Board of Governors may strike *ad hoc* committees for a specific task and limited time as required.

6.4 Committee members will be selected with due regard for their specialized skills and expertise, and their representation of the geographic regions served by Medicine Hat College.

6.5 The Board may establish additional standing committees as required.

7. Establishment of Committees

7.1 Committees are defined by the Board.

7.2 The Board Chair will conduct one-on-one meetings with individual Board members, learning something about each individual's areas of expertise and interest, as well as Board members' preferences for committee membership.

7.3 The Board Chair and President will draft a recommendation for Board committee structure.

7.4 Board members will review and approve the proposed Board committee structure.

8. Board committee membership will be in effect from November 1 to October 31.

9. The outgoing committee chair and the incoming committee chair will meet and, when possible, the outgoing committee chair will attend the first meeting of the committee to ensure continuity.

10. In the event of a committee chair or member completing their Board term prior to October 31, the Board Chair shall appoint a new committee chair and/or new member as required.