

## **Committee Mandate Statement**

Approved May 20, 2014

**Name:** Governance Committee

**General Purpose:** Ensure the viability of the Shawnigan Residents Association through oversight of policies and procedures necessary for the effective management of the organization.

**Responsible to:** Chairperson of the Board of Directors

**Composition:** The Governance Committee will consist of one member of the executive, plus not less than two board members.

**Specific Duties:**

1. Ensure that the organization is in compliance with all requirements of the British Columbia Society Act, Revenue Canada, and any other reporting agency.
2. Ensure that the organization adheres to the constitution and by-laws of the society, regularly review them, and when deemed necessary make recommendations for amending the bylaws.
3. Ensure that the policies of the organization are adhered to, and where these do not exist or require revision, initiate the process of policy development and review.
4. Convene as the Nominating Committee prior to the Annual General meeting. Ensure that new board members receive appropriate orientation materials, and promote opportunities for all board members to receive ongoing education in non-profit organization management.