



TERMS OF REFERENCE: POLICY AND GOVERNANCE COMMITTEE

Mandate

The Policy and Governance Committee is a Standing Committee of the Board. It is responsible for advising the Board in fulfilling its responsibilities relating to strategic planning, governance, governance structure, governing documents and government relations.

Key duties

In fulfilling its mandate, the Committee will perform the following key tasks:

- review Swimming Canada governing documents annually;
- advise Board of its obligations under Swimming Canada governing documents;
- advise the Board on the adequacy and effectiveness of Swimming Canada's key governing documents and framework policies;
- review Swimming Canada policies, as required;
- recommend to the Board, as required, all new policies, amendments or deletions of existing policies and governing documents;
- track the expiry of the Strategic Plan, ensure the renewal process is initiated and advise the Board, as necessary;
- track term limits of Officers and advise the Board, as necessary;
- review Board member skill sets and advise Board of skill gaps;
- identify any Board vacancy and the process to be implemented in the filling of such vacancy;
- perform such additional tasks as may be delegated to the Committee by the Board from time to time.

Authority

The committee has authority to provide advice and make recommendations to the CEO and Board of Directors.

Policy responsibility

The Policy and Governance Committee is responsible for policy research, the review of all Swimming Canada Committee Terms of Reference and policies, and to recommend any new policy, or amendment or deletion of existing policies, to the Board.



Composition

The Committee will be composed of a minimum of 3 persons. Two of these persons must be Directors of Swimming Canada. The Board will designate the Chairperson of the Committee, who shall be a Director.

Appointment

The Board appoints members to the Committee. Members will serve from appointment until the re- striking of the committee. Should a vacancy occur on the Committee, for whatever reason, the Board may appoint a qualified person to fill that vacancy for the remainder of the vacant position's term. The Board may remove any member of the Committee.

Meetings

The Committee shall meet by telephone or in person, as required. Meetings will be as called by the Chairperson.

Resources

The Committee will receive the necessary resources from Swimming Canada to fulfill its mandate and may from time to time have staff persons assigned to assist the Committee with its work.

Objectives/Deliverables

- To advise the Board of:
 - a) compliance with, and proper revision of, Swimming Canada governing documents;
 - b) compliance with, and revision of Swimming Canada policies;
 - c) gaps in Board skill set;
 - d) expiry of the strategic plan and/or Officers term limit
- Tasks requested by the President, Board or CEO.



Evaluation

The Board of Directors will evaluate the performance of the Committee. The performance of the committee will be assessed against the accomplishment of yearly objectives/deliverables. This review will take place immediately prior to the AGM

Reporting

The Committee will report to the Board, at every meeting of the Board. The Committee will report to Members at the Annual General Meeting, by way of a written report of the Committee Chair.

Review and approval

The Board of Directors will review these terms of reference every two years.

Approved: September 11, 2006.

Reviewed and approved: April 12, 2011

Reviewed and approved: April 5, 2019