



GOVERNANCE AND POLICY COMMITTEE Terms of Reference

Effective date	June 8, 2022
Archived date	-
Date last reviewed	-
Scheduled review date	November 2023
Replaces and/or amends	
Approved by and date	RCA Board of Directors, June 1, 2022
Appendix(ces) to this Policy	
References	

1. Purpose

The Governance and Policy Committee will research policy and governance issues, provide governance and stewardship advice, and propose action in the form of recommendations to the Board including the strategy(ies) for implementing change.

2. Accountability and Reporting

As a committee accountable to the Board, the RCA Governance and Policy Committee will:

- 2.1 Set out a schedule for policy and document review at the beginning of each year;
- 2.2 Report to the Board, in writing, at every meeting of the Board;

3. Key Duties

On an ongoing basis, the RCA Governance and Policy Committee will provide expertise to enhance the quality of Board discussion on policy and governance matters and facilitate effective Board decision-making in these areas:

- 3.1 Advise the Board on the adequacy and effectiveness of RCA's key governance framework, documents, and policies;
- 3.2 Develop orientation process and document for new Board members;
- 3.3 Identify the need and opportunities for Board development and learning and incorporate these into a Board work plan;
- 3.4 Conduct an annual self-assessment process; e.g. The Sport Canada Governance scorecard;
- 3.5 Seek and/or receive input on Bylaw clarification and revisions and prepare for Board consideration any recommended amendments prior to the next Semi-Annual Meeting
- 3.6 Help ensure the Board's and organization's compliance with all applicable government legislation and other regulations;

3.7 Perform such additional tasks as may be delegated to the Committee by the Board from time to time e.g. develop a risk registry, accountability framework, etc.

4. Composition

4.1 Four to six (4-6) committee members

4.2 The RCA Board will designate the Chairperson of the Committee, who shall be a Director

4.3 President (ex officio)

4.4 CEO (ex officio)

4.5 The Committee may increase its membership as to draw on expertise and/or seek advice or input from third parties as required.

5. Appointment

The Board will make a call for expressions of interest approved by the Board. Committee members will serve three (3) years on the committee which will be staggered. 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.

6. Meetings

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

7. Resources

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