

Annual Reporting Dates for Committee Operations

Policy Reference	Committee Operations	Timeframes
Section 3: Committee and Task Force Operations Item 3	<p><i>Each committee/task force shall prepare an annual Work Plan and Human Resources Plan for the following year.</i></p> <p><i>Note:</i> Final drafts should be forwarded to Secretariat in time for the November Council meeting. Committees that operate on a Council year schedule should submit in time for the March Council meeting.</p>	<i>By September 30 each year</i>
Section 3: Committee and Task Force Operations Item 4	<p><i>Committees shall elect a chair for approval by Council. Council shall appoint all task force chairs.</i></p> <p><i>Note:</i> For committees that operate on the Council year, elections should occur at the first committee meeting following the Annual General Meeting (AGM).</p>	<i>In January each year</i>
Section 3: Committee and Task Force Operations Item 5	<p><i>Committees/task forces shall elect a vice chair.</i></p> <p><i>Note:</i> For committees that operate on the Council year, elections should occur at the first committee meeting following the AGM.</p>	<i>In January each year</i>
Section 3: Committee and Task Force Operations Item 8	<p><i>Committees/task forces shall present a roster of members for Council's approval and submit in-year changes to the roster to the CEO/Registrar for approval.</i></p> <p><i>Note:</i> Annual Roster is coordinated by People Development Department and submitted to Council for approval.</p>	<i>In November each year</i>
Other committee/task forces operations during a calendar year:		
Section 3: Committee and Task Force Operations Item 7	<p><i>Committees/task forces shall conduct an annual review of their performance, including the performance of the chair and members, and provide feedback to individuals as may be needed.</i></p>	<i>Annually</i>