**Terms of Reference Template**

**Issue Date: Review Date:**

**Approved by: Review by:**

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| **Legislated and other Mandate approved by Council** | *Record verbatim any specific powers listed in the Act, Regulations or By-Law No.1, along with the committee’s or task force’s other Mandates*  *Mandate is defined by the Committees & Task Forces Policy as “the functional scope of the committee approved by Council”* ***[DATE APPROVED BY COUNCIL]*** |
| **Key Duties and Responsibilities** | *Indicate the most critical duties and responsibilities of the committee or task force that support the Mandate’s achievement – focus on what the committee/task force alone can do. Regular liaison and/or consultation with other committees/task forces should be identified. All policy proposals and documents must be brought to Council for approval; the committee/task force is responsible for developing the proposal and implementing Council’s decision.*  *Indicate those policies for which this committee/task force is responsible for developing and maintaining.* |
| **Constituency, Number & Qualifications of Committee/Task Force Members** | *Indicate the minimum and maximum number of required committee/task force members.*  *Indicate how the committee or task force is to be composed – are there positions that are to be filled according to legislation and/or committee practices? Is representation from particular sectors, stakeholder organizations or regions/chapters required? What specific skill sets or experience is required for members? How are subcommittees or task groups to be set up or maintained?* |
| **Qualifications and election of the Chair** | *Indicate any specific qualifications (academic, experience, skills, etc.) required to be the chair of this committee.*  *Indicate what method(s) are to be used for electing the chair each year, including nomination periods, what quorum of the committee membership is required for the election, and if there are consecutive term limits* |
| **Qualifications and election of the Vice Chair(s)** | *Indicate any specific qualifications (academic, experience, skills, etc.) required to be the vice chair of this committee/task force.*  *Indicate what method(s) are to be used for electing the vice chair each year, including nomination periods.* |
| **Duties of Vice Chair(s)** | *Indicate the specific duties of the vice chair(s) (for example, chairing meetings in the chair’s absence, providing orientation and training for new members, etc.)* |
| **Term Limits for Committee Chair and Vice Chair** | The Chair and Vice Chair are elected annually for a one-year term, from [insert January to December for general committees or Annual General Meeting to Annual General Meeting for Board Committees].  The Chair and Vice Chair may be re-elected to their positions to serve a maximum of three (3) consecutive years. To ensure continuity, it is desirable that the Vice Chair moves to the Chair’s position, once the Chair’s term of service is expired. Once the Chair and/or Vice Chair have served for the maximum term for their respective positions, they are not eligible for reappointment to those positions. The Chair, once having served as Chair, may only serve as a general committee member thereafter to the maximum ten (10) years of cumulative committee service.  ***Note:*** *The term limits for Chair and Vice Chair apply to all committees.*  ***Note:*** *Under exceptional circumstances, the committee may request the Advisory Committee on Volunteers (ACV) to consider a temporary exemption of the term limits provision. If deemed appropriate, the ACV may make a recommendation to Council on behalf of the committee for temporary relief from this provision. Such relief to be not more than one (1) term in duration.* |
| **Term Limits for Committee Members** | Committee members are appointed for a one-year term, from [insert January to December for general committees or Annual General Meeting to Annual General Meeting for Board Committees]. Committee members may be re-appointed, but shall retire from the committee for at least six (6) years after ten (10) years of cumulative committee service.  ***Note:*** *Given the statutory mandate of the Academic Requirements Committee (ARC), Complaints Committee (COC), Discipline Committee (DIC), Experience Requirements Committee (ERC), Fees Mediation Committee (FMC) and Registration Committee (REC) as well as the reliance on the expertise and experience of their members in order to carry out their legislated mandates, there is no term limit imposed on the general membership of these committees.*  ***Note:*** *To allow for a smooth transition to new membership under the ten (10) years of* cumulative *committee service term limit, the following transition process will apply:*   * *33% of committee members whose years of service exceeds the ten (10) years of* cumulative *committee service term limit as of December 31, 2017, shall retire from the committee and not be re-appointed to the committee for the 2018 term. Committee members with the longest years of committee service will be selected first for retirement from the committee.* * *33% of committee members whose years of service exceeds the ten (10) years of* cumulative *committee service term limit as of December 31, 2018, shall retire from the committee and not be re-appointed to the committee for the 2019 term. Committee members with the longest years of committee service will be selected first for retirement from the committee.* * *All committee members whose years of service exceeds the ten (10) years of* cumulative *committee service term limit as of December 31, 2019, shall retire from the committee and not be re-appointed to the committee for the 2020 term.*   *This transition process does not apply to the Academic Requirements Committee (ARC), Complaints Committee (COC), Discipline Committee (DIC), Experience Requirements Committee (ERC), Fees Mediation Committee (FMC) and Registration Committee (REC) as there is no term limit imposed on the general membership of these committees.*  ***Note:*** *Under exceptional circumstances, the committee may request the Advisory Committee on Volunteers (ACV) to consider a temporary exemption of the term limits provision. If deemed appropriate, the ACV may make a recommendation to Council on behalf of the committee for temporary relief from this provision. Such relief to be not more than one (1) term in duration.* |
| **Succession Planning** | **Note:** All committees must have a succession plan, approved by Council, to ensure the orderly transition of the position of chair and vice chair as well as provide for the renewal of the committee’s membership and on-boarding of new committee members. |
| **Quorum** | *In accordance with* Wainberg’s Society Meetings Including Rules of Order *and section 25(i) of By-Law No. 1, quorum for the purpose of having the meeting’s decisions be considered binding is at least 50 per cent of the committee’s/task force’s membership present at the meeting. This threshold applies to all committee/task force decisions.* |
| **Meeting Frequency & Time Commitment** | *Indicate how often the committee or task force is to meet during the year, whether face-to-face or by teleconference. What is the expected duration of the meeting(s), and the total time commitment expected (including outside of formal meetings) for preparation and review of documents.* |
| **Operational year time frame** | *Indicate when the committee’s/task force’s operational year starts and finishes (usually January-December, but some exceptions – the Council year - from the first meeting after the Annual General Meeting of members to the end of the next Annual General meeting.* |
| **Committee Advisor** | *Indicate the committee’s or task force’s primary committee advisor – by position, department, and name.* |