

TERMS OF REFERENCE

- TITLE:** **POLICY COMMITTEE**
- STATUS:** Ad hoc committee established by and from the Board of Directors.
- PURPOSE:** To develop the Board of Directors and Membership Policy as required for the Union.

To review and update existing Board of Directors Policy, and Membership Policy and Position Statements.
- COMPOSITION:** The committee shall be comprised of the First Vice-President and five (5) members elected by and from the Board of Directors. The First Vice-President shall be the chairperson.

Ex Officio: President and Executive Director or designate

Quorum shall be the majority of the committee members.
- MEETINGS:**
1. The committee shall meet at the call of the Chairperson.
 2. Meetings as required to fulfill the Committee's purpose and in accordance with the budget.
 3. Meetings will be scheduled where possible in conjunction with a Board of Directors meeting.
 4. Committee meetings shall not be held the day prior to or immediately following a statutory holiday, except in emergent situations.
- AUTHORITY:** To make recommendations to the Board of Directors regarding policy.

DUTIES AND RESPONSIBILITIES:

1. All minutes must be submitted to the Regina office within ten (10) days of the meetings.
2. To generate policy for the Board of Directors approval.
3. To review all existing policy with recommendation for change.
 - a) Membership Policy to be reviewed annually.
 - b) Board of Directors Policy to be reviewed every two (2) years (odd years), or as necessary.
4. To review all existing position statements with recommendations for change every two (2) years (even years), or as necessary.

FUNDING:

Members shall be reimbursed as per SUN policies.