

TERMS OF REFERENCE

- TITLE:** **PROGRAM COMMITTEE**
- STATUS:** Standing committee established by Bylaws
- PURPOSE:** To research community program(s) for the annual Community Support Project as determined by the Board of Directors.
To encourage SUN District Councils and Locals to consider involvement in community programs.
- COMPOSITION:** Five (5) members elected by and from the membership for a two year term. One (1) appointed by and from the Board.
Ex Officio: President and staff assigned
The Chairperson shall be elected by and from the committee.
Quorum shall be the majority of the committee members.
- MEETINGS:** Attendance at Committee Orientation following election.
Meetings as required to fulfill the Committee's purpose and in accordance with the budget. The committee may request additional meeting days, subject to the approval of the Board of Directors.
Attendance at Annual Meeting.
Committee meetings shall not be held the day prior to or immediately following a statutory holiday, except in emergent situations.

DUTIES AND RESPONSIBILITIES:

1. To investigate opportunities to support the provincial community projects as determined by the Board of Directors.
2. To communicate with Locals and SUN District Councils to encourage their engagement in volunteerism to support the Provincial Community Project.
3. To undertake a committee project to support the Provincial Community Project. The committee will have access to their budgeted committee meeting funding to participate.
4. To determine and organize an Annual Meeting activity to support the Provincial Community Project.
5. Reports back to the Board of Directors.
6. Reports in their annual report to the members regarding the volunteerism initiative.
7. All committee meeting minutes, including Board recommendations must be submitted to the Regina office within ten (10) days of the meeting.
8. Prepares a report for the Annual Meeting.
9. Board members assigned to a committee shall be the official channel of communication between the Board of Directors and that committee.

FUNDING:

Members shall be reimbursed as per SUN policies.