LCCJP

(NAME) Committee

Terms of Reference

1.0 Purpose

the purpose of the committee / what it was established to do

2.0 Membership

the composition of the committee, officials and members:

officials - chair and secretary, as decided by the committee,

members - Directors of the Board may be appointed by the chair and/or senior staff person (Executive Director/Coordinator); others as decided by the committee.

3.0 Meetings

how meetings are conducted; how decisions are made:

term - how long the committee will exist,

frequency - regularly scheduled and/or at the call of the chair,

quorum - a simple majority of members of the committee constitutes a quorum,

decision-making - consensus (agreement of most of the members with minority objections as a result of discussion).

4.0 Minutes

how the actions of the committee are recorded and distributed:

recording - minutes of meetings are recorded and distributed,

distribution - minutes are circulated to committee members and the Board.

5.0 Reporting / Relationships

how the committee reports and relates to the Board and itself:

reporting - the committee reports to the Board at regular intervals or as its work is done,

relationship - the committee reports to the Board on matters relating to its purpose and responsibility,

items are brought to the attention of the committee by the chair.