



POLICY 08.1: POLICY AND PROCEDURES COMMITTEE SPECIFIC TERMS OF REFERENCE

A. PURPOSE:

The Policy and Procedures Committee shall advise the Board on matters regarding development, implementation, and review of all Board policies and procedures.

B. DUTIES AND RESPONSIBILITIES:

1. Review, revise, develop, and make recommendations to the Board regarding policies and procedures, ensuring that they meet the following criteria:
 - 1.1. Alignment with the By-laws of CGSAC
 - 1.2. Reflect the essentiality and tone of the 32 Points of Reflection of the Catechesis of the Good Shepherd
 - 1.3. Meet the requirements of Registered Charities in Canada and other applicable Canadian law

C. MEMBERSHIP:

The committee shall consist of a minimum of three, maximum of five members, one of which must be a CGSAC Board member. The Board member shall serve as the chair of the committee. It is not necessary to be a member of CGSAC to be appointed as a committee member.

D. FREQUENCY OF MEETINGS:

The committee shall meet in person, via teleconference, or videoconference, at the call of its chair.