

## Ingersoll Support Services Inc.

### Policy: Terms of Reference - Committees

**Policy # B 3**

Section: Board Governance

Approved by the Board of Directors: *March 19 2009*

Procedure Revision: *May 2012*

Reviewed and Effective: *September 15 2017*

Ministry requirement - yes

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*Committees established by the Board of Directors must operate with a Terms of Reference. The Terms of Reference must be approved by the Board and include the following:*

- *Name of the Committee*
- *Composition of the Committee*
- *Mandate*
- *Quorum Required*
- *Objectives*
- *Responsibilities*
- *Resources to the Committee*
- *Time Frame of Operation*

*The work of all committees, identified as ad hoc groups, task forces or committees, established by the Board of Directors must serve to reflect the Mission Statement of Ingersoll Support Services*

### **Procedure:**

1. Terms of Reference for Standing Committees once approved by the Board of Directors are to be reviewed annually.
2. Terms of Reference for Standing Committees must be consistent with the Constitution and By-laws of Ingersoll Support Services Inc.
3. Terms of Reference for Committees established by the Board of Directors are to include a time frame in which the tasks before the Committee are to be completed.