



MRSSA Committee

Terms of Reference

Committee Name: Policy and Procedures Committee

Committee Membership

This committee shall be comprised of not more than four members and must include the association President or Vice-President, two other members of the MRSSA Executive and one MRSSA member. The chair of the Policy and Procedures Committee will be selected from the above members by the Policy and Procedures Committee members.

Members are appointed on an annual basis at the discretion of the President of the Association following the Association's general election.

Mandate including specific goals

The MRSSA Policy and Procedures Committee is charged with ensuring that all Association policies and procedures are current, are appropriately documented and are communicated as required to conduct the official business of the Association

As well, the MRSSA Policy and Procedures Committee is charged with developing new policies and procedures as required to ensure the Association's business can be conducted in a professional and businesslike manner in order to best meet the needs of the membership.

Frequency of Meetings

The MRSSA Policy and Procedures Committee will meet on a monthly basis on a regular date as established at the first meeting of the Policy and Procedures Committee following the annual appointment of members by the Association President. This committee will not meet during July and August unless it is necessary to address a specific Association issue.

Members of the Policy and Procedures Committee will receive two (2) hours release time each month to attend Policy and Procedures Committee meetings and to attend to Policy and Procedures Committee business as per the Collective Agreement.

Resources and Budget

The Joy Bilozer Boardroom is available for the meetings of this committee. The Policy and Procedures Committee chair should inform the Association's Administrative Assistant of meeting days and times so the Boardroom can be reserved.

While this committee will have no formal budget, it can access the Association's photocopier.

Record Keeping

Notes will be taken as necessary by one committee member of activities at committee meetings. These notes will be circulated to the Association President and to the Association Administrative Assistant for record keeping purposes. Each committee member will also receive the notes.

Governance

Decisions will be made by a $\frac{3}{4}$ majority of the Policy and Procedures Committee.

All new policy and procedures and revisions, after being approved by the Policy and Procedures Committee, must be approved by the MRSSA Executive.

The Policy and Procedures Committee chair will report on committee business monthly at an MRSSA Executive meeting.

Additional Notes

The Policy and Procedures Committee chair will generate an annual report to be made available to the membership at the Annual General Meeting.

The Policy and Procedures Committee must have at least one representative at the annual MRSSA planning meeting.