

POLICY NUMBER: 2.7	DATE ADOPTED: Feb 19, 2014
POLICY TYPE: Governance	DATE AMENDED:
POLICY TITLE: Committees	

Committees

Definitions

A *board committee* is one formed by the Board to assist it in its primary role of governance, which deals with questions of direction, values, goals and structure.

An *operational committee* is one tasked with part of the day to day operations of the organization. Its function is to implement the direction and goals specified by the Board.

A *standing committee* is relatively permanent. An *ad hoc committee* is formed for a limited time to accomplish a particular task or tasks. A *board* or *operational* committee may be either *standing* or *ad hoc*.

Policies

The Board may specify different arrangements for a specific circumstance.

1. *Board Committees* normally are made up of Board members, though in some circumstances where specific expertise is needed which cannot be met within the membership, it is permissible to appoint a non-member for that purpose. A Board member should chair the committee.
2. *Operational Committees* do not require a Board member. If a Board member does sit on that committee he or she normally does so as part of operations rather than in their role as Board Member.
3. Detailed, formal minutes are not required but decisions and recommendations should be recorded and forwarded to the Board.
4. When the Board creates a new committee, it will specify the purpose and mandate and as many of the following as appropriate:
 - a. the committee's purpose and mandate
 - b. the manner and frequency of reporting to the Board
 - c. whether minutes are to be kept
 - d. the size of the committee
 - e. whether the Board will appoint the chair or the committee will choose its own
 - f. whether the committee has power to add members
 - g. whether non-theatre members may be appointed
 - h. the power to spend money within its budget
 - i. the level of autonomy

Every standing committee shall have a proper, written job description

5. Where a committee includes non-members of the theatre, the chair will be a theatre member.
6. A committee wishing to make public statements or communicate with the media will coordinate this through the Board if it desires to speak on behalf of the Society. No committee will publicly represent the society without permission.
7. Most committees will make decisions by consensus. If a vote needs to be taken, the chair will have the right to vote. A tie vote means the motion is lost.
8. If a report or minutes is submitted to the Board and the Board does not issue a response within seven days of the Board meeting, the contents will be deemed to have been accepted.
9. The Board will annually appoint or reappoint all committees at the first or second regular meeting after the Annual General Meeting. If the Board fails to do this, the committee members and positions will continue to serve until such reappointments are made or terminated.
10. A committee's notes, minutes or reports should specify changes in membership through addition (if the committee has power to add) or resignation.
11. Reports should be submitted to the President at least five days prior to the regularly scheduled Board meeting.
12. It is good practice for the Board to communicate vacancies to the membership so that others may indicate an interest in serving.