

GN Policies and Procedures

Policy Section: Committees and External Organizations

Subsection: General

Topic: Mandate, Formation and Member Selection

Status: Approved by GN Board

Date: 6 September 2016

Policy Statement

1. Committees address various facets of the GN organization and provide guidance to the GN Board. Standing committees deal with recurring issues that require continuing attention, whereas ad hoc committees address specific issues or projects that may emerge from time to time. Ad hoc committees can become standing committees if a continuing need is recognized by the Board. "Standing" and "Ad hoc" Committees are subject to Section 5 of the GN bylaws.

2. An important role of committees is to address issues in much greater depth than is possible at Board and General Meetings. Committees report directly to the Board and provide information to the membership through AGM reports and GN communication vehicles such as the Chronicle, website, Facebook, email and presentations.

Procedures

1. Committee members have a one year term and are appointed by the Board at its first meeting following the AGM. If required, new members can be appointed by the Board during the year.

2. Members of the Committee should meet within 30 days of their appointment to:

a) Select a Chairperson.

b) For new committees, the initial mandate proposed by the Board will be reviewed with suggested amendments, if necessary, to be approved by the Board. This can be facilitated with input from the Governance Committee, which can also assist in the development of the committee P&Ps.

3. Committees shall prepare a budget or "wish list" to be submitted to the Budget Committee by November 15th in order to allow the Budget Committee to prepare the annual GN Budget. Committees may request budget amendments as the year progresses.

4. Committees shall prepare minutes for their meetings and provide a final report to the AGM.