

ALBERTA ASSOCIATION OF IMMIGRANT SERVING AGENCIES

TERMS OF REFERENCE

GOVERNANCE COMMITTEE

#	Topic	Terms
1	Purpose/Role	<p>Purpose: To ensure that AAISA's operational and governance structure aligns with current and future needs of the organization.</p> <p>Role: The Governance Committee provides recommendations to the Board of Directors in order to increase the effectiveness of the AAISA Board and its operations.</p>
2	Responsibilities	<p>The Governance Committee is responsible for:</p> <ul style="list-style-type: none"> 2.1 Ensuring that all aspects of AAISA's governance and operation defined by the Bylaws are conducted in accordance with said Bylaws. 2.2 Determination of whether an applicant meets the membership criteria listed in sections 3.2 and 3.3 of the Bylaws. 2.3 Leading the process of revision of the Bylaws as necessary. 2.4 Receive nominations from Members and prepare a slate of nominees for the vacant Director and Officer positions to submit to the Secretary, for the Secretary to distribute to the Members. 2.5 Present the slate of nominees to the Members at the AGM.
3	Structure and Accountability	<p>Structure:</p> <ul style="list-style-type: none"> 3.1 The Governance Committee shall consist of at least three (3) members. 3.2 Each Governance Committee Member shall hold office for a period of up to three (3) consecutive terms. 3.3 The Committee Chair is the Vice Chair of the Board. <p>Accountability:</p> <ul style="list-style-type: none"> 3.4 Meets at least three times a year. 3.5 Reports to the Board and will present recommendations and/or decisions to the Board on a minimum quarterly basis. 3.6 Members are required to attend 75% of meetings held in a year.
4	Revision History	<p>Document Version:1.0 Prepared on October 2016 Date of Board Approval: Approved Nov 2016 Board Meeting Document Version:1.1 Revised on January 2018 Date of Board Approval: Approved Jan 2018 Board Meeting</p>