

Kamloops Music Collective
Governance Committee
Terms of Reference

Initiated: January 13, 2022

Adopted by the Board: Jan 27, 2022

Revised:

Mandate:

- To educate and inform Governance Committee members regarding Governance Best Practices.
- To review and update Board and committee governance documentation and materials
- To monitor the Board's duties in compliance with governance best practices.

Structure:

- 2 Board Members (minimum)
- 1 KMC Admin Staff

Appointment and Duration:

This committee is appointed annually by the board. It is expected that appointees will serve a two year term.

Reporting:

The committee reports directly to the Board. Committee is required to meet at least four times per year, and more often at the discretion of the committee. Reports by the committee must be submitted to the KMC staff 2 weeks before each regular board meeting so that it can be posted on the KMC Board Portal. Reports will become part of the agenda for each regular board meeting.

Old Business:

Any business arising during a regular board meeting as a result of the committee's reports will become "Old Business" on the agenda for the next regular board meeting. The Committee is responsible for addressing these inquiries at their next scheduled committee meeting and subsequently reporting back to the Board. In summary, the Committee will address and report on all assignments at the next regular Board meeting.

Responsibilities:

Support proper Board Governance by:

- Creating Governance Committee Terms of Reference
- Reviewing bylaws and board policies, bi-annually, recommending any amendments
- Ensuring Governance Committee members undergo training on Governance Best Practices