

1.9 COMMITTEES**INTENT:**

The work of LICA is accomplished through the establishment of committees.

1.9.1 DIRECTIVES:

- 1.9.1.1** The Board has the power to appoint committees.
- 1.9.1.2** Committees function under Board-approved policy and Terms of Reference.
- 1.9.1.3** Committees provide reports and recommendations to the Board.
- 1.9.1.4** The Executive Director or designate shall participate in and provide support to each committee of the Board.
- 1.9.1.5** The Board Chair shall be an ex-officio member of all committees, with all the rights of a regular committee member.
- 1.9.1.6** Committee members are appointed by the Board.
- 1.9.1.7** Committees must have at least one Board member appointed to the Committee; one Board member must be present at all meetings. Committee Chairs will be chosen at the first Committee meeting of the year. Board members appointed and in attendance at the Committee meeting will be responsible for reporting to the Board at the following Board meeting.
- 1.9.1.8** Individuals may serve on a maximum of two committees at the same time.
- 1.9.1.9** The Board develops all committee Terms of Reference, in consultation with the Governance Committee, relevant contractors and staff, including the Executive Director.
- 1.9.1.10** Terms of Reference are to be reviewed annually by both the committee and the Board.

1.9.2 IMPLEMENTATION:**1.9.2.1 Standing Committees**

- 1.9.2.1.1** The Board may create standing committees based on organizational need.
- 1.9.2.1.2** Committee members shall be appointed or removed by the Board, with consideration given to the specific projects, geographical areas, or required expertise.

Review Dates: August 25, 2004; Sep 2006; May 2009; December 5, 2013; March 6, 2014; June 26, 2017; February 26, 2018; May 27, 2020; October 20, 2022

Approval Dates: November 29th, 2001; Sep 27, 2006; May 28, 2009; March 6, 2014; September 7, 2017; September 3, 2020; October 20, 2022; December 15, 2022

1.9.2.2 Ad hoc Committees

1.9.2.2.1 The Board may appoint ad hoc committees as required, with appropriate representation.

1.9.2.2.1 Committee members shall be appointed or removed by the Board, with consideration given to the specific projects, geographical areas, or required expertise.

1.9.2.3 Committee Terms of Reference

1.9.2.3.1 Committee terms of reference are part of the Board's self-governance policy, and should include:

- Name, type, authority, and duration of committee,
- Purpose,
- Key duties and responsibilities,
- Membership and how appointed,
- Meetings,
- Resources,
- Budget,
- Reporting process,
- Evaluation and termination procedures, and
- Approval and review dates.

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