

# LICA

## Lakeland Industry and Community Association

### **Governance Committee (GC)**

### **Terms of Reference**

The Governance Committee (GC) is a standing committee of LICA which reports its recommendations to the Board for approval.

**Purpose:** The GC is mandated to:

- Spearhead policy development, bylaw review, and policy review at the direction of the Board.

**Key Duties and Responsibilities:**

- Review the bylaws as per Policy 1.4 and recommend any required changes to the Board.
- To ensure that the policies are reviewed triennially at a minimum and recommend any required changes to the Board.
- Subject to Board approval research, develop, amend, and/or recommend policy.
- Review GC Terms of Reference for Board approval

**Membership:**

- The GC chair will be a Committee Member appointed by the Committee at their first meeting after the annual general meeting.
- The Chair of the Board may attend as ex-officio.
- Community members, Indigenous representatives, and Non-Government organizations may be appointed by the Board and will be eligible for remuneration and expenses according to LICA policy.
- The Board may request additional members from among Industry and Government to be appointed from their respective sectors.

**Meetings:**

- The GC will meet quarterly and hold additional meetings as required.
- Committee meetings will comply with Policy 1.6 – Board and Committee Meetings
- **Committee members will attend meetings in-person when possible.**
- Committee members attending virtually must:
  - Participate with their cameras on for the duration of the meeting to demonstrate presence and attention to the discussion.
  - Provide notification 10-15 minutes in advance prior to leaving the meeting to ensure quorum is maintained.

**Expenses and Budget:**

Review Date: September 5th, 2007; January 9, 2014; November 5, 2015; November 28, 2016; January 26, 2017, January 8, 2018; December 8, 2020; December 8, 2021, November 21, 2022; December 7, 2023

Approval Date: September 5th, 2007; January 9, 2014, November 5, 2015; February 2, 2017; December 17, 2020; December 16, 2021; November 24, 2022; December 21, 2023

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- The GC will have access to the resources of the LICA office and Executive Director.
- The GC will operate its finances as per LICA's bylaws and policies.

**Reporting Process:**

- The Board will be provided with copies of GC meetings minutes and drafts of any new or revised policies, terms of reference, or bylaw clauses.

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