

## POLICY TYPE: GOVERNANCE PROCESS

### 4-07 Board and Committee Principles Policy

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#### **Purpose:**

To outline the principles used by the COO Board with respect to the operation of COO Committees.

#### **Policy:**

1. This policy applies to all Statutory Committees and any Non-Statutory Committees (Standing or Ad Hoc) established by the Regulated Health Professions Act (RHPA) and/or as set out in the COO by-laws.
2. Committees are established to carry out specific functions defined by the RHPA and/or to help the Board carry out its mandate. By contrast, Committees are not established to advise staff, help staff do their jobs, or to exercise authority over staff.
3. The Registrar, CEO or their delegate may provide administrative support to facilitate the work of Committees. In the case of committee members requesting information or assistance without Board authorization, the Registrar, CEO can refuse such requests that require, in the Registrar, CEO's opinion, a material amount of staff time or funds or is otherwise disruptive or contrary to the Board's strategic objectives.
4. Committees may not speak or act for the Board except when formally given such authority for specific and/or time limited purposes.
5. Committees will reinforce the Board's wholeness and will not interfere with the Board's delegation to the Registrar, CEO.
6. All Committee members will adhere to the Board's policies, including the Code of Conduct, and any policies relating to confidentiality and conflict of interest
7. All Committee members will take part in appropriate orientation and/or training as required.
8. All Committees will report regularly to the Board on their activities and participate in an annual committee self-evaluation.
9. Except as defined in their written Terms of Reference Policy, no Committee has the authority to commit funds or resources of the College.