

Constitutional & Organizational Policy Committee

Terms of Reference

Purpose Statement

- 1.0 This is a Committee of the Board of Directors.
- 2.0 The Committee ensures the maintenance and currency of the HSA Constitution.
- 3.0 The Committee oversees the development and maintenance of the organizational policies, ensuring alignment with the HSA Constitution.
- 4.0 The Committee recommends to the Board the policy and constitutional framework within which services and support are provided to members.

Reporting Relationships

- 1.0 The Committee reports to the Board of Directors, by providing regular reports to the Board and by bringing forward new and revised policies as well as recommendations for amendments to the HSA Constitution for approval.

Membership

- 2.0 The Committee is composed of:
 - 2.1 An Executive Committee Board member and at least one other director
 - 2.2 President (ex officio)
 - 2.3 A Member at Large

Staff Support

- 1.0 A senior staff person is assigned as non-voting staff support to the Committee.

Membership Term

- 1.0 The Committee term is one (1) year, ending at the conclusion of Convention. An effort for continuity is considered when establishing the Committee.

Chair

- 1.0 The Executive Committee Board member is the Chair.

Chair's Responsibilities

The Chair shall:

- 1.0 Seek out and identify policy and constitutional interests in Board discussions.
- 2.0 Call meetings of the Constitution and Organizational Policy Committee as required.
- 3.0 Set the agenda, distribute and review minutes, set meeting dates, and adhere to HSA policies.
- 4.0 Conduct and facilitate committee meetings.
- 5.0 Ensure decisions made by the committee between meetings (teleconference, text, email) are brought to the next committee meeting to be documented in the minutes of the meeting as actions taken.
- 6.0 Ensure that committee meeting attendance records are kept and forwarded to the Finance Department at the conclusion of each meeting.
- 7.0 Monitor and manage the committee meeting budget.
- 8.0 Ensure the Committee goals, objectives and purposes are fulfilled.
- 9.0 Prepare a transition report at the end of the annual term for the consideration of an incoming Chair.

Staff Resources

- 1.0 The Staff person assigned:
 - 1.1 Provides administrative support to the Chair and the work of the Committee;
 - 1.2 Liaises with staff for input as required;
 - 1.3 Ensures approved policies are communicated to staff as required;
 - 1.4 Ensures maintenance of mechanisms for communicating policies to members;
 - 1.5 Ensures policies are maintained and accessible as necessary;
 - 1.6 Ensures policy documents are appropriately stored and archived according to HSA's records policies.
- 2.0 The Senior Administrative Assistant provides administrative support on policy and constitutional archiving and records.
- 3.0 Executive staff assess communication, implementation, and operational adjustments consistent with policy revisions and adoption.

Distribution of Minutes

- 1.0 Committee minutes are distributed to committee members and the President.

Frequency of Meetings

- 1.0 Meetings are at the call of the Chair.

Goals

The Committee shall:

- 1.0 Develop annual work plans.
- 2.0 Establish priorities for policy review and revision and for policy development.
- 3.0 Identify budget implications of policy changes.

Objectives

The objectives of the Committee are to:

- 1.0 Ensure new policies are drafted in accordance with operational needs, with appropriate input from stakeholders.
- 2.0 Ensure a process for regular review of approved policies and the Constitution for currency and applicability.
- 3.0 Flag for the Board of Directors policy changes that may impact on the Constitution and draft appropriate resolutions for Convention.
- 4.0 Act as a resource for other Committee Chairs for their work on policies relating to their Committee mandates.
- 5.0 Ensure communication of policy and constitutional changes and impacts to members and staff using appropriate technologies.

Approved by BOD: February 11, 2021

