



## **POLICIES AND PROCEDURES**

<b>Section Title:</b> Board of Directors	<b>Section Reference:</b> BD
<b>Policy Title:</b> Policy and Governance Committee Terms of Reference	<b>Policy Number:</b> BD-027

### **Policy Statement:**

The Board of directors shall appoint a Policy and Governance Committee to conduct ongoing reviews of YUSC policies and governance. This committee shall meet as needed to assess governance developments and practices in accordance with adopted policies and principles and to make recommendations on these matters to the Board.

**PURPOSE:** To outline the duties and responsibilities of the Policy and Governance Committee

### **MEMBERSHIP:**

Standing Committee Chairs  
Student-at-Large  
University BoD Representative  
Secretary

### **COMMITTEE GOVERNANCE:**

- The Chair of the Policy and Governance Committee shall be the Chair of the Board.
- The committee chair will be responsible for the facilitation of meetings, development of agenda in consultation with committee members, and oversight of reporting and action items;
- The BoD Secretary will act as Secretary to the Committee.
- The committee will receive additional and reasonable support for the assembly, assessment, evaluation, and reporting of information.

**DUTIES:** The Policy and Governance Committee shall:

1. Oversee and enhance Board organization, performance, and procedures.

2. Review the roles and responsibilities of the Board, its committees, chairperson, and directors.
3. Recommend to the Board the updating of governance processes and policies for effectiveness, relevance, and clarity.
4. Develop processes for managing confidential information of the Board and its committees.
5. Oversee the governance framework for the Board and YUSC through periodic and selective review of documents such as by-laws, policies, and the strategic plan of the organization.
6. Prepare an annual report to the Board on:
  - a. Governance Performance
  - b. Organizational Strategic Plan
7. Monitor and advise the Board on developments and emerging best practices in governance, including board liability and risk management, and conducting specialized reviews on governance issues.
8. Shall report to the Board on whether the Corporation and its committees properly exercise the Student Centre's responsibilities under the Management Agreement, any by-law, and policy of the Corporation.

<b>Contact Person (title):</b>	Chairperson / Executive Director
<b>Cross-Manual Reference:</b>	
<b>Monitoring Tools:</b>	Board & Executive Minutes; By-Law Number One, Financial Statements, Management Agreement, Strategic Plan
<b>Supersedes</b>	N/A
<b>Board Approval Date:</b>	<b>26 Nov 07</b>
<b>Review Dates:</b>	
<b>Revised Date(s):</b>	23 April 2024 (Removal of Gendered Pronouns & Grammatical Errors)
<b>Last Reviewed By:</b>	YUSC Vice-Chair