

# Governance Committee Report

June 20, 2011

On April 20<sup>th</sup> the Board assigned to the Governance Committee the review of the following documents:

- Draft amendments of Policy #11 (Gifts - Retirement of Departing Members).
- Draft Communications Action Network Committee Terms of Reference.
- New policy on rules for directing office staff.

The committee reviewed the draft documents, and submit for approval the following revised policy and Terms of Reference:

- 2011-06-16 TEAM Board Policy - Gifts (draft).doc
- Terms of Reference - Communication Action Network (2011-06-16 draft).doc
- Terms of Reference - Communications Committee (2011-06-16 draft).doc

## Comments

**Gifts Policy:** We did some minor rewording of the draft Gifts policy, including a requirement for a retiring member to have at least three years in as a TEAM member, and the addition of TEAM staff in the list of volunteers for presenting gifts.

**Communications Committee:** The Terms of Reference (T of R) for this Committee was revised to reflect the creation of a separate committee with the responsibility for the Communication Action Network (CAN). While amending this policy, numerous other changes were made to better reflect how the committee functions.

**Communication Action Network Committee:** The structure of the T of R for the CAN Committee was modeled on the revised version for the Communication Committee. After consultation with our IFPTE Rep regarding the operation of a CAN, certain aspects of the draft were not incorporated, including setting goals and responsibilities beyond the building and maintenance of the CAN, as tasks and goals will be established by the Board on an as needed basis; and hence the Committee is Ad Hoc vs. Standing Committee.

**Directing Office Staff Policy:** The committee didn't have time to fully consider the implications of the policy as originally drafted. It is acknowledged that such a policy will be beneficial, however as proposed, it would require that most interactions with staff must go through the ED. The Committee will aim to have a revised version for the next Board meeting.

Bob Linsdell  
Governance Committee Member