

# Lake Wah-Wash-Kesh

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## CONSERVATION ASSOCIATION



### Guidelines on Committees

February 4, 2005

#### **Preamble:**

The responsibilities of the Board of Directors are defined in the Association's By-law Number 1:

- **Paragraph 4.** *The affairs of the corporation shall be managed by a Board of Directors...; and,*
- **Paragraph 9.** *The directors of the corporation may administer the affairs of the corporation in all things and make or cause to be made for the corporation, in its name, any kind of contract which the corporation may lawfully enter into and, save as hereinafter provided, generally may exercise all such other powers and do all such other acts and things as the corporation is, by its Charter or otherwise, authorized to exercise and do; and,*
- **Paragraph 21.** *The Board may appoint standing committees as required whose terms of reference shall be as delegated, but no commitment shall be given without Board approval by resolution, and,*

The Association is a Corporation, therefore it must conduct its affairs with more formality and discipline than a casual association or club might do, and,

The Board, in general, is responsible for:

- Strategic planning for the Association,
- Risk identification and management,
- Operational effectiveness and succession,
- Financial affairs of the Corporation,
- Communications with stakeholders,
- Internal control and management information systems, and,

The function of a committee is to help the Board with a task that belongs to the Board; i.e. committees are to support and advance the work of the Board, and,

Board members, as elected volunteers, are not personally able to undertake all the work necessary to operate the Association, therefore committees are necessary for two general purposes:

- To conduct Board activities such as Finance, Auditing, Nomination, and Governance work; and,

- To undertake Operations activities such as managing the docks, planning social, environmental, and recreational programs and events, providing input to municipal and provincial agencies, and implementing projects, and,

The Board should control and coordinate its committees to ensure that all committees are pulling in the same direction, attempting to advance the agenda established by the Board.

***Guidelines on Committees of the Association:***

The Board will establish the number and type of committees and approve the formation of any new committees by resolution.

Committee membership is open to all Association members in good standing.

Committees shall have a clearly defined and documented mandate or charter that describes their purpose and the way in which they carry out their duties and responsibilities delegated to them by the Board.

The Board shall approve the mandate or charter of each committee by resolution.

The Board shall review each committee's mandate or charter every year.

Committees will provide to the Board a written report of their plans, activities, and accomplishments in October and in April, including a detailed financial summary in a format that the Board should establish.

The committee chairperson should attend each meeting of the Board of Directors.

All committee finances including fund raising and expenditures shall be approved by the Board and reported through the Association Treasurer.

All committee funds raised must be submitted to the Association Treasurer for deposit to the Association's accounts.

All committee expenses must be submitted to the Association Treasurer for payment or reimbursement and must be accompanied by receipts, invoices, and explanations, and approved in the same way that Directors' expenditures are submitted.

All external commitments proposed by committees shall be submitted to the Board for approval by resolution.

Each committee chairperson will be elected annually by the committee.