



POLICY TO GUIDE THE GOVERNANCE DOCUMENTS & POLICIES COMMITTEE (GD&PC)

Draft Date: March 5th 2013

Accountability: Sick Cell Disease Association of Canada
Responsibility: Chair of the Board and the President/Executive Director of the Association
Approver: Sick Cell Disease Association of Canada- Board and Management

Approval Date:
Revisions:
Current Revision: March 3rd 2017
Review: Annually/As necessary

Overview:

In an effort to maximize the performance of the Association, the Governance Documents and Policies Committee (GD&PC) must be chaired by an individual who have both generic attributes and specific skills to support the full scope of the responsibilities of the committee. The GD&PC is one of the most important committees of the SCDAC/AAFC and responsible for the development of all of the organization's documents pertaining to governance and policies

The central responsibility and authority for development and implementation of the governance documents (bylaw) rests with the Board of Directors and policies with management of the SCDAC/AAFC

Generic Attributes:

- a. Honesty and integrity
- b. Commitment to and interest in policy developments
- c. Understanding of SCDAC//AAFC's governance documents- By-law, Policies, Articles, Strategic Plan
- d. Timely execution of goals
- e. Effective leadership skills – successful recruitment & engagement of members
- f. Efficient communication skills
- g. Timely reporting to the Chair of the Board and the Executive Director.



Type of Committee/Reporting Relationship: Board & Management

The GD&PC reports through the Chair of the Board to the Board of Directors on Governance Documents/Issues and to the President/Executive Director on Policies.

Goal

To develop on “as necessary basis” clear guiding documents that aims to direct the organization’s collective effort.

Membership

The chair of the GD&PC seeks volunteers with strong writing skills to sit on the committee and decides on number of committee members

Chairperson

Current Chairperson- Dotty Nicholas

The chair may be appointed by the Board of Directors

Meetings: Committee must hold regular tele-conference (a minimum of four/year)

Responsibilities of the chair

- Oversees the smooth running of the committee
- Reports to the chair of the board on governance documents and the Executive Director on policies.
- Overseeing the development and dissemination of governing documents and policies in a timely fashion
- This position participates with the Board of Directors, President/Executive Director and other management staff in charting the direction of the association, assuring its accountability to all stakeholders, and ensuring its effective operation.
- Takes the responsibility of all the legislations that applies to the organization making sure compliance is carried out.
- On-going reviewing and editing of old documents to reflect any new obligations/changes undertaken by the organization.

Vacant Position: Vacant positions may be filled by the chair of the committee

**Confidentiality**

All contacts that the chair may come across in the course of performing her duties within SCDAC/AAFC must not be shared with a third party without the consent of the executive director and/or the chair of the board of directors

Amendments

The terms of reference shall be reviewed annually from the date of approval. It may be altered to meet the current needs of the committee members, by agreement of the President/Executive Director and Chair of SCDAC/AAFC