

Section Four COMMITTEES AND OFFICERS

Committees of Directors

4.01 The board may appoint committees of directors (minimum of three (3) directors per committee) whose members hold office at the will of the board. The board must determine the functions and duties of each committee. However, the committee may set out its own procedure in accordance with the Act.

Officers

4.02 The officers of the Co-operative include the president, vice-president, secretary, treasurer and any other officers as determined by the board. The board shall choose from within their number the directors who will be these officers and may specify the term, duties and powers of the officers to manage the business and affairs of the Co-operative.

Advisory Committees **TO BE REPLACED BY THE INFORMATION BELOW**

4.03 The board may appoint advisory committees consisting of a member or members of the Co-operative and may assign duties and responsibilities to those committees that are not inconsistent with the Act.

Committees

4.03 *The board appoints committee members*

(a) The board may, by ordinary resolution at a board meeting, appoint committees of members (minimum of three (3) members per committee) for the purpose of:

- assisting the board with ongoing tasks;
- meeting the requirements of the by-laws or policies;
- meeting a need identified by the board; or
- meeting a need identified by members.

Liaison with the board

(b) Committees perform tasks assigned by the board so must maintain close links with the board.

- When a committee is formed, the board decides if it will be a standing or ad hoc committee. Standing committees are expected to function indefinitely while ad hoc committees disband after completing an assigned task.
- With the exception of the Membership Committee and Member Relations Committee, standing committees will be chaired by a director appointed by the board for a one (1) year term, renewable by mutual agreement.
- The members of ad hoc committees may select one of their number as chair. The board will appoint a director to each committee for a one (1) year term to serve as a liaison.
- The Membership Committee and Member Relations Committee may select one of their number as chair. These committees will only report to the board in writing, unless the chair of the committee is invited to speak at a board meeting.

Committee terms of reference

(c) The board decides each committee's mandate and provides its terms of reference.

- The board will appoint members of standing committees from a list of members who have expressed their willingness to serve. Appointments will be for a one (1) year term, renewable by mutual agreement.
- The chair of a standing committee may appoint additional co-op members to the

- committee, and advise the board of their names.
- Members of ad hoc committees may be appointed by the committee chair, without board notification.
 - Following each AGM, the board will meet with representatives of all active committees to review their mandate and terms of reference, and approve any changes in membership.

Financial authority

(d) All committees are accountable to the board. A committee must have the authority from a by-law, a motion passed by the board, or from a budget approved by the membership to:

- spend any money
- authorize any expense
- enter into any contract, or
- commit the co-op to any action.

Reporting requirements

(e) Committees must report on their activity to the board and the co-op membership.

- All standing committees must keep records of their meetings and forward these to the board secretary before the next regular board meeting. The board will decide if the information will be distributed more widely.
- Prior to each membership meeting, each standing committee must prepare a written report on its activities. This will be circulated to members and time will be allowed at the meeting for questions.
- Ad hoc committees must give a brief update on their activities prior to each board meeting, and provide a written report when their assigned task is completed. The board will decide how this report is distributed to members.