

AD HOC COMMITTEES

- I. An Ad Hoc Committee is a Board committee established for a specific period of time to undertake a specific task and then disbanded.
- II. The Board Chair may appoint Ad Hoc Committees between Board meetings but their appointment and terms of reference shall be subject to approval of the Board at the next Board meeting.
- III. An Ad Hoc Committee will have a Committee Chair, whose responsibilities shall be as follows:
 - (i) preparation of the agenda for Committee meetings;
 - (ii) providing direction to management on behalf of the Committee, by implementing the directions provided by the Committee in its Actions, Resolutions and other decisions generated by the Committee;
 - (iii) transmitting to the Board materials generated by the Committee, including Committee minutes; and
 - (iv) reporting to the Board on the activities and decisions of the Committee.
- IV. An Ad Hoc Committee must get an extension approval to go beyond the time limit specified in its terms of reference. The Committee Operating Guidelines (Section 6 K) also apply to Ad Hoc Committees established by the Board or Chair.
- V. This structure will be reviewed regularly as the Board considers which of its responsibilities will best be fulfilled through more detailed review of matters by an Ad Hoc Committee.
- VI. Each Ad Hoc Committee must have terms of reference with the following heading:
 - Purpose
 - Composition
 - Duties and Responsibilities
 - Completion Date
- VII. **CURRENT AD HOC COMMITTEES**
 - A. Current Ad Hoc Committees appointed by the board include:
 - i)
 - ii)
 - B. Terms of reference for current Ad Hoc Committees are held in this section of the Board Manual.