



CHED Santas Anonymous Incorporated

POLICY COMMITTEE TERMS OF REFERENCE

I GENERAL PURPOSE

The Policy Committee is a standing committee reporting to the Board via the Policy Committee Chair. The Committee assists with carrying out the work assigned to it by the Board to achieve the mission and vision of 630 CHED Santas Anonymous (Santas).

II DUTIES AND RESPONSIBILITIES

1. Develop and manage Santas overall policy making process
2. Review draft policies brought to it by each Committee of the Board for consistency, language, and overlap with other policies
3. Make recommendations to the Board for the adoption of all policies
4. Manage the policy framework (e.g. types, referencing)
5. Work closely with other Committees of the Board to identify policy gaps
6. Manage the policy review and renewal process
7. Provide reports of all activities to the Board as needed
8. Perform other activities as assigned to it by the Board.

III COMPOSITION

1. The Committee will consist of no less than four (4) members.
2. The minimum term of a Committee Member shall be three (3) years with there being a restriction of two (2) consecutive terms. This excludes current Board Directors.
3. The Chair of the Committee must be a member of the Board of Directors and is determined after each Annual General Meeting.
4. The Executive Director and Chair of the Board of Directors shall be ex-officio members of this Committee.
5. The Chair will delegate duties and tasks to Committee members to ensure the responsibilities and annual objectives of the Committee are met.

IV MEETINGS

The Committee will meet at least two (2) times per year. Ad hoc meetings will also be held as required.

V FINANCES

The Committee will advise the Finance Committee of any budgetary requirements to complete its work.

VI EVALUATION

1. An evaluation of the Committee will be conducted by the Board from time-to-time as the Board determines necessary.
2. The Committee will review and submit its Terms of Reference to the Board for approval every two (2) years at minimum.

Board Review and Re-Approval Date	August 28, 2018 September 14, 2016
Board Approved Date	May 28, 2013