

Community Fund of North Kootenay Lake Society
P009 POLICY COMMITTEE - TERMS OF REFERENCE

Mandate: The Policy Committee is an internal standing committee of CFNKLS, charged with the development of policies and procedures to facilitate the day to day operations of the organization. Policies and procedures proposed by the Committee will pass to the Board for consideration and eventual approval.

Function/Responsibilities:

- To have overall responsibility for drafting policy and procedures for Board review and approval including:
 - Governance and Operations
 - Fund Development; and
 - Grant Making.

Composition: The Policy Committee shall be comprised of Board members.

Quorum: A simple majority of Committee members shall constitute a quorum.

Terms of Office: Committee members may serve three years plus one further three year term.

Decision-making Process: CFNKLS Decision Making Policy (P006) applies to Policy Committee meetings.

Date Reviewed: December 2, 2005 draft reviewed by Committee

Date Authorized: December 5, 2005, by the Board