

<p style="text-align: center;">FANSHAWE COLLEGE FOUNDATION BOARD OF DIRECTORS' POLICY MANUAL</p>
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CATEGORY B – BOARD PROCESS

TITLE: Board Process Committee

POLICY NUMBER: **B-07**
EFFECTIVE DATE: 2009 12 09
REFERENCE: 1304

MEMBERSHIP:

The Committee is chaired by the Chair of the Foundation Board and consists of the Vice-Chair, with the Executive Director, President and Corporate Secretary/Treasurer as resource persons.

MEETINGS AND MINUTES:

The Committee meets four times a year about three-to-six weeks in advance of each Board meeting. The Board Process Committee does not keep official minutes, but does record “Notes” of its meetings, particularly for follow-up action. The notes are normally taken by the Recording Secretary of the Board.

FUNCTION:

1. The primary role of the Board Process Committee is to assist the Board Chair with regard to the planning and agenda setting of regular Board meetings and other special events which may arise. Others may be invited to participate in discussions at the discretion of the Board Chair.
2. At each meeting, the Committee advises the Chair concerning agenda items for the upcoming Board meeting. The Committee will be cognizant of the activities of the various Board Task Forces and will review the Board's Annual Work Plan from time to time to ensure that planned activities are proceeding.
3. Other functions of the Board Process Committee include:
 - 3.1 coordinating the annual appraisal of the Executive Director
 - 3.2 monitoring the application of Board Process policies
 - 3.3 considering, and where required, reporting back to the Board on any matter referred to the Board Process Committee by the Board

4. Periodically, the Board of Directors may refer the development/modification of a policy to the Board Process Committee to develop recommendations for the Board. Such policies will be restricted to Board Process and Board-Executive Relationship policies only.