

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

***TITLE: Terms of Reference of the Policy Review Committee***

POLICY NUMBER:           **B-26**  
EFFECTIVE DATE:         February 22, 2016  
REFERENCE:               3703

**1.0) MANDATE**

- 1.1) The purpose of the Policy Review Committee of the Board of Directors of the Fanshawe College Foundation is to strengthen the Board's role in understanding and leading policy governance of the Fanshawe College Foundation.

**2.0) RESPONSIBILITIES**

- 2.1) To assist the Board of Directors with monitoring the policy guidelines of the Fanshawe College Foundation, and to facilitate the Board's understanding of policy governance.
- 2.2) To review and recommend for approval to the Board of Directors new and/or revised governance policies as required or recommended.
- 2.3) To review and recommend for approval to the Board of Directors the annual schedule for policy review within a five-year framework to ensure an ongoing process of policy review.
- 2.4) To review and recommend for approval to the Board of Directors the Foundation's direction to apply for the Imagine Canada Standards Program, a program which sets standards of ethical practice for registered charities in Canada.

### **3.0) MEMBERSHIP**

- 3.1) The Board of Directors shall appoint FOUR of its members to the Policy Review Committee. When making these appointments, the Board shall take into consideration appropriate expertise and experience with policy governance.
- 3.2) The Board of Directors shall appoint the Chair of the Policy Review Committee.
- 3.3) The Executive Director, Corporate Secretary-Treasurer, and others as needed to support the process, serve as resource persons to the Policy Review Committee.

### **4.0) MEETINGS**

- 4.1) The Policy Review Committee shall meet quarterly, or at the call of the Chair.

### **5.0) MONITORING**

- 5.1) The Policy Review Committee shall report quarterly to the Fanshawe College Foundation Board.