

British Columbia Confederation of Parent Advisory Councils
Governance Audit Implementation Committee

Terms of Reference

Updated as of July 20, 2010

1.) Title

The title of the committee shall be the BCCPAC Governance Audit Implementation Committee (GAIC).

2.) Purpose

The purpose of GAIC is to present a draft of a revised Constitution and Bylaws to the Board of Directors. Upon approval of the Board, the draft Constitution and Bylaws will be presented to the membership for approval.

3.) Membership

Committee members shall include up to four (4) Directors, and up to six (6) non-board Regular Members. The majority of those committee members present at any duly held meeting shall constitute a quorum and each committee member shall have one vote. All decisions requiring a vote shall be decided upon by a simple majority.

4.) Chair

The Chair shall be determined by the committee. Their responsibilities include:

- Scheduling meetings and notifying committee members;
- Guiding the meeting according to the agenda and time available;
- Reviewing and approving the draft minutes before distribution;
- Ensuring all relevant materials are available to all committee members.

5.) Resources and Budget

The Board will ensure GAIC will have the necessary resources to carry out the work of the committee including, but not limited to, teleconferencing sessions, online discussions and the production of all related materials for conference workshops, online discussion and mailed circulation to members.

6.) Reporting

The committee will submit a regular progress report to the Board.

7.) Updated timeline

- June to August 2010: finalize revised Constitution and Bylaw; help revise BCCPAC internal policies and procedures, related forms, etc. to align with newly revised Constitution and Bylaws
- August/September 2010: present completed revised Constitution and Bylaws to the Board of Directors for their acceptance in order to meet the formal 60 day notice to members.
- November 2010: Present revised Constitution and Bylaws to members, at the Extraordinary General Meeting, to vote on
- The work of GAIC will conclude after the acceptance of the revised Constitution and Bylaws by the members