

Highland Shores Children's Aid Society Procedure

Service Area:	Board of Directors – Governance Functions
Procedure Title:	G 3.3: Community Membership on Committees - Procedure
Associated Policy:	G 3.3: Community Membership on Committees - Policy
Effective Date:	December 19, 2018
Reference Number:	2725

Procedure:

Community Member(s) appointed by the Board:

1. Shall be recruited and selected as outlined within Governance Policy 6.7.1: Composition, Recruitment and Selection;
2. Shall be appointed for a maximum of 1 year; with an option for renewals to a maximum of 3 years;
3. Shall receive an orientation within ninety (90) days of their appointment by the Board of Directors to ensure that they understand the functions of the Board of Directors (Governance Policy G7.7);
4. Will sit on the Board committee as appointed as a voting member of the committee;
5. May be invited to attend the in camera portion of the committee meeting at the discretion of the chairperson;
6. Are invited to attend the public portion of the Board meeting.;
7. Shall adhere to attendance requirements as set out in the Board's by-laws for Board Directors;
8. Shall adhere to the Board policies and procedures, HSCA by-laws and code of conduct;
9. May be recommended for election to the Board depending upon the skills required at that time and performance as a community member; and
10. Shall complete the necessary documentation for their acceptance as a Community Member:
 - 10.1. Society Membership
 - 10.2. Police Reference Check and Vulnerable Sector Screen
 - 10.3. Initial Board Member / Community Member form which includes:
 - 10.3.1. Certificate of Eligibility
 - 10.3.2. Consent Regarding Attendance at Committee / Board Meetings
 - 10.3.3. Consent to Act as a Community Member
 - 10.3.4. Offence Declaration
 - 10.3.5. Code of Conduct
 - 10.3.6. Conflict of Interest
 - 10.3.7. Disclosure of Actual or Potential Conflict of Interest