



BC CONFEDERATION OF PARENT ADVISORY COUNCILS

Suite 350, 5172 Kingsway, Burnaby, BC V5H 2E8
Tel: (604) 687-4433 Toll free: 1-866-529-4397 Fax: (604) 687-4488
E-mail: info@bccpac.bc.ca

British Columbia Confederation of Parent Advisory Councils Governance Audit Implementation Committee

Terms of Reference

November 2009

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, Chief Operating Officer (COO) 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.) Timeline

- October/November 2009: create a revised Constitution and Bylaws
- November 2009: At the Fall Conference present proposed amendments to the constitution and bylaws and gather further input.
- December 2009 – February 2010: Complete draft constitution and bylaws to the Board of Directors for their acceptance
- May 2010: Constitution and Bylaws ready for vote by members at AGM
- The work of GAIC will conclude after the acceptance of the revised Constitution and Bylaws by the members