

SOCIETY OF SAINT VINCENT DE PAUL
National Council of Canada

Committee Terms of Reference

<u>Committee Name:</u>	Rule and Policy
<u>Type:</u>	Standing
<u>Goals:</u>	a) To develop new policies or amendments to existing policies as requested by the Board of Directors. b) To amend or revise the Rule of the National Council of Canada, or parts thereof.
<u>Membreship:</u>	– National Council President (ex-officio) – Chairperson is a member of the National Executive Committee, appointed by the National Council President. – Two other members, as chosen by the Chairperson or nominated by the National Council President.
<u>Meetings:</u>	As required by tasking.
<u>Responsible to:</u>	The Executive Committee and the Board of Directors.
<u>Reporting & deadlines:</u>	– To the Executive Committee and the Board of Directors. – Full report of activities annually at the Annual General Assembly.

Specific Duties, Functions or areas of Responsibility:

Rule:

- a) Review The Rule annually, and report any required revisions to the Executive Committee and the Board of Directors.
- b) Present draft documents to the Executive Committee for review and support.
- c) Forward Executive Committee document to the Board of Directors members, with instructions on consultation with interested parties, and a diary date for completion of consultation.
- d) Present draft document to the Board of Directors for review/discussion and approval, to bring to the Voting Members of the Annual General Assembly.

Policy:

- a) Review all existing policies and report any required revisions to the Executive Committee and the Board of Directors.
- b) Prepare drafts of new policies as directed by the Executive Committee and/or Board of Directors.
- c) Present draft policies to the Executive Committee for review and support.
- d) Forward draft policies to the members of the Board of Directors for their review, with instructions for consultation with interested parties, and a specified date for completion of consultation and decision making.
- e) Present draft policies to the Board of Directors for review/discussion and approval, to bring to the Voting Members of the Annual General Assembly.

Approval/Review Date: Annually

Board of Directors Approval: May 2004

Revised: To be submitted to the Board (May 2007).