



College of Paramedics of Manitoba		
Terms of Reference Name: Governance Committee	Terms of Reference Number: GP-1	Total # of Pages: 2
Approval Signature: <i>Original Signed by J. Wade</i>	Section: Governance	
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1.0 PURPOSE

The Governance Committee ensures effective Council governance by advising the Council on matters related to the Council’s governance structure and processes, evaluation of Council effectiveness, and includes recruitment, education, and evaluation of Council members. The Governance Committee also acts as the College’s Elections Committee.

2.0 DEFINITIONS

N/A

3.0 PRODUCTS

- 1) Develop, review, and make recommendations on changes to all Council Governance policies and processes. Develop a schedule for review and revision of all policies.
- 2) Develop, review, and make recommendations on changes to Executive Expectations policies. Develop a schedule for monitoring.
- 3) Develop, review, and make recommendations to Council on an orientation program for new Council members. Develop a schedule for review and revision of the orientation program.
- 4) Propose to the Council an annual Council education plan and/or retreat.
- 5) Develop a method to evaluate Council effectiveness, which is continually assessed and at minimum per annum.
- 6) Review alternatives and implications for the Council’s consideration regarding matters pertaining to effectiveness of current regulations and by-laws and/or proposed new or revised regulations or by-laws.
- 7) Serves as the Council Elections Committee. Develop, review, and make recommendations on changes to policies and procedures for Council elections.
- 8) Develop, review, and make recommendations for the council’s consideration on changes to the skills-based matrix appointment tool.



Composition

The Governance Committee will be comprised of:

- Governance Committee Chair – Council Chair-Elect
- Council Chair
- 2 Paramedic Representatives of Council
- 2 Public Representatives of Council
- College Executive Director (Ex-Officio and non-voting)

Frequency of Meetings

Meetings will occur, at a minimum, quarterly or more often as determined by the Committee Chair or in the Annual Council planning cycle.

Quorum

Quorum is achieved when the majority of the voting members are in attendance at a meeting.

Accountability

The Governance Committee reports directly to Council.

Resources

Support to the Governance Committee is provided by the Executive Director/Registrar and by the College Executive Assistant