

SES Governance Committee Terms of Reference

A. Purpose and Objectives

A description of the overall purpose of the committee, task force or development team.

The purpose of the SES Governance Committee is to progress the Governance of the SES within the organization. The activities of the SES Governance Committee are critical to the organization to ensure SES members have a foundational underpinning in times of conflict and that the society is professionally run.

B. Deliverables

The items, results, or outcomes to be produced or achieved by the Committee include:

Deliverables of the Governance Committee are:

- A committee workplan
- A draft updated version of the SES Bylaws
- A system for archiving information related to SES administration
- A procedures sheet for interacting with APEGS
- A list of measurements for progress on implementing the Strategic Plan

C. Membership

Describes the structure of the Committee membership.

Membership of the Governance Committee shall include a minimum of one executive member (one of either the Past-President or President), and other volunteers of the SES who have chosen to serve the Governance Committee.

D. Duties, Authority, Responsibilities

Describes the duties, responsibilities and authorities of the Committee.

Identifies the control measures that will keep the committee or task force on track.

Describes the plan of action for the project to meet objectives.

The Governance Committee is responsible to the SES Executive for the following Work Breakdown Structures. All duties, authority and responsibilities are outlined in the Work Breakdown Structure's document.

- Establish central repository for information
- Renew Bylaws
- Solidify existing relationship with APEGS
- Evaluate Progress of Strategic Plan Execution

E. Administrative Support

Identifies who will provide administrative support to the Committee.

All documents created by the Governance committee will be shared with the Executive and filed into the SES database.

F. Meetings

Describes the frequency of meetings and who has the responsibility to call meetings. Lists mandatory agenda items.

The Governance committee shall meet quarterly or as required by the duties of the committee.

SES Governance Committee Terms of Reference

G. Records

Identifies what records will be generated and who will maintain them.

The Governance committee shall record notes at each meeting which states decisions, rationale and actions. The chair of the Governance Committee will be responsible for ensuring the notes are created and distributed.

The Governance committee shall ensure that event plans and reports are completed for each event facilitated by the SES. The event planner will be responsible for completing the project plan and report and distribution of the documents to the SES executive.

H. Strategic Plan Goals

Describes the project goal in terms of cost, schedule and quality, as a minimum. Any overall objectives should also be stated here.

All activities of the SES must work towards meeting the objectives of the SES's strategic plan. Below is a description of how the Governance Committee will meet the Governance Strategies from the strategic plan:

- Strategy 8. Leverage the relationship and resources available from APEGS.
 - o The committee will review the communication process with APEGS to confirm the individual(s) to contact, the timelines associated with funding deadlines, and the available methods of using APEGS's communication methods.
- Strategy 9. Review the Executive size, structure (e.g. committees), skills, accountabilities, and responsibilities in consideration of strategic goals, priorities, and strategies.
 - o The committee will examine other similar professional organizations for best practices in organization governance.
- Strategy 10. Establish a central repository for all pertinent SES Executive information, including governance, financial, and procedural documentation as well as historical data for activities and events.
 - o The committee will examine methods to archive electronic documents based on the principles of data security, ease of access, and long-term sustainability.
- Strategy 11. Establish a means of evaluating overall performance and progress on the strategic plan.
 - o The committee will work with Leadership and Operations committee to insure that measurements are taken to determine progress towards strategic goals as identified in the Strategic Plan.