

# Terms of Reference

## Governance and Strategic Planning Committee

### EODSA Board of Directors Committee

#### Mandate

The Governance and Strategic Planning Committee is a committee of the Board of Directors. It is responsible for assisting the Board in setting the direction and goals of the organization, and for reviewing and suggesting updates to the Organization's bylaws.

#### Objectives

- At the request of the Board, participate in the creation and management of the Organization's Strategic Plan
- Review the Organization's Bylaws annually, including suggestions from the membership and Board of Directors.

#### Composition

There will be a maximum of seven members of the committee, including the Chair. Members of the committee will be appointed by the Board of Directors within one month of the AGM, or as required. The Chair of the committee will be appointed by the Board. Each of the 4 Club groups will be represented. The President is a member ex-officio of each committee and may appoint a designate to represent him or her.

#### Reporting Structure

The Committee reports to the Board of Directors. Any recommendations of the Committee will be presented directly to the Board of Directors.

#### Appointment Duration

Members of the committee will serve one-year terms, which dissolve immediately after the AGM.

#### Meetings

The Committee will meet at the call of the Chair, at least two times annually and conduct correspondence and teleconferences at the discretion of the Chair.

#### Quorum

A quorum will be the majority of the Committee's members.

#### Review & Approval

The Board will review the committee's Terms of Reference and performance annually.

#### Version Control

Date	Version Number	Created by	Reason
November 2019	1.0	Vicki Lowe	Draft
November 2019	1.1	Vicki Lowe	After consultation with President
November 2019	1.2	Vicki Lowe	Adopted by Board