

Terms of Reference for the NPC Governance Committee

The Governance committee will be responsible for all governance issues as assigned by the Board, including governance issues regarding human resource matters.

1. Composition, attendees, quorum and reporting

1. The Governance committee will consist of not more than 4 Board members appointed by the board of which one will be appointed chair.
2. The NPC Chairperson is de-facto a member of all Board committees and will be considered a member of the committee should they be in attendance.
3. Additional persons may be recruited to support the work of the Governance committee, subject to approval by the Board of recruitment.
4. The Chair of the Governance Committee will be appointed by the Board, and must be a Board member.
5. The CEO shall be in attendance at meetings, except in a situation where there is a conflict of interest.
6. Until otherwise determined by the board, a quorum shall consist of 3 members of the committee.
7. The committee shall meet when necessary, but in any event, not less than twice per year.

2. Overall responsibility

Take delegated responsibility on behalf of the Board of Directors for overseeing all Governance aspects of the National Parents Council.

3. Main duties

3.1 Board's Effectiveness and Continuing Development

1. Recommending to the board policies and processes designed to provide for effective and efficient governance, including but not limited to policies for:
 - Evaluation of the Board.
 - Election and re-election of Board members.
 - Board orientation and education.
2. Succession planning for the Board Chairman, Vice-Chair and board committee Chairs. Advising management on plans for board education, including new member orientation and education of board members.

3.2 Governance Policy Development and Review

1. To review all NPC Governance policies
2. To ensure that NPC is fully compliant with the Governance Code

3.3 Human Resource Policy and Review

1. To review all personnel policies, including disciplinary and grievance policies, as drafted by the CEO, for Board approval and ensure compliance
2. To review the Health and Safety policy as necessary.

3.4 Recruitment

1. To assist, in the appointment process and engagement of the CEO, as the Board may direct.
2. To review, and assist as necessary, the recruitment process for staff.

3.5 General

1. It is the responsibility of the CEO to keep Minutes of all Governance committee meetings
2. To review annually its terms of reference and its own effectiveness