

FSNA – Ottawa Valley Branch
Policy and Resolutions Committee

Terms of Reference

Composition

The Committee is comprised of at least two Branch Board members and at least two other volunteers, who must be members of the Ottawa Valley Branch. The President of the Branch is an ex-officio member with voting rights. The chairperson must be a member of the Board.

Mandate

1. The P&R Committee shall examine issues identified by its members, referred to it by other committees and or by the Executive Committee or the Board of Directors, and will develop the appropriate documentation required on a case by case basis.
2. The documentation could result in the development of recommendations, proposals, draft resolutions and action plans, etc., for Board consideration. Such consideration may be expressed in form of a proposal of a new policy, a change in existing policies, or changes in the Branch's By-laws.
3. The P&R Committee shall examine the policies and by-laws of the Branch and the National Office for the purpose of helping in the development of a Branch Policy Manual.