**OPHNL Governance Working Group**

 **Terms of Reference**

**Membership**

Members of the OPHNL Governance Working group must be current members of OPHNL. Experience and/or interest in developing organizational policies and procedures is required.

The membership will include at least one member of the OPHNL Executive.

**Term of Membership**

The term of the working group is approximately nine months, beginning February 2017 and ending with the 2017 OPHNL AGM. The term may be extended by the OPHNL Executive. The committee will meet its deliverables by October 2017.

**Purpose**

The purpose of the Governance Working Group is to develop policies and procedures and advise on constitutional changes to guide the Association. Draft policies and procedures will be submitted to the Executive for approval.

**Deliverables**

Policies and procedures to be developed will include:

i. Roles of Executive committee;

ii. Network group accountability;

iii. Network group representative selection process

iv. Executive committee nominations/voting process;

v. Resolution process;

vi. Business conducted at AGM; and

vii. Financial policies including:

1. Budget planning;

2. Financial management and controls; and

3. Reimbursement of expenses.

viii. Other policies that would be helpful for the organization (e.g., sponsorship and governance policies).

**Meetings**

The committee will meet 3-4 times by teleconference, with work to be carried out by members between meetings. The chair will be determined by the membership at the first meeting. Ad hoc meetings may be scheduled as needed.