**OPHNL Governance Committee**

**Terms of Reference**

**Purpose**

The purpose of the Governance Committee is to develop, revise; and consult on policies and procedures and constitutional issues. The committee will work with the Executive Committee (EC) to:

* provide consultation to EC on constitutional or policy issues;
* draft, revise and recommend policies and procedures for approval;
* monitor and track annual policy updates; and
* contribute to the successful governance of OPHNL.

**Membership**

Members of the OPHNL Governance Committee 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 EC.

Term of membership on the Governance Committee will be 2 years or at the discretion of the committee members.

Term of Governance Committee Chair will be 2 years or at the discretion of the committee members.

**Process**

The Governance Committee will meet 3-4 times per year by teleconference. The work of the committee members will be carried out by members between meetings. The chair of the Governance Committee will be determined by the membership of the Governance Committee. The chair will convene meetings, develop agendas, ensure meetings are recorded and track policy development. Recorder will be rotated among the membership.

The Governance Committee will:

* Develop draft policies and procedures based on priorities of the EC and OPHNL membership;
* Submit draft policies to the EC for approval;
* Post policies approved by the EC to the OPHNL website;
* Revise policies and procedures as required; and
* Provide an annual update to the OPHNL membership at the OPHNL AGM.

These terms of reference will be reviewed annually and/or as needed.