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Policy Title:	<b>BOARD POLICY – GOVERNANCE BOARD STRUCTURE</b>
Intent of the Policy:	To maintain a streamlined and efficient structure and operating model for the Board, that meets the needs of the Society and is appropriate to the services provided by St. Vincent de Paul.
Policy:	<p>The Board of Directors is comprised of a number of Directors equal to the number of Aggregated Conferences that constitute a Particular Council located within the Roman Catholic Diocese of Victoria. In addition, further voting members may be elected to the Board at an annual general meeting of the Society.</p> <p>Additional elected Board of Directors positions are the President, Vice President, Secretary and Treasurer. The President can appoint additional officers as necessary with the affirmation of the Board.</p> <p>The SVDP Board follows the policy board model and exercises its authority as a whole Board. It gets help in doing its job from a series of committees. Committees prepare work for the Board, work with staff, and sometimes carry out tasks on behalf of the Board.</p> <p>Committees are established by the Board, chaired by the Board members (or designate) and serve at the request of the Board. The Board establishes and review committee terms of reference. The Board appoints committee members from among Directors and within the Society membership and the broader community.</p>
Procedure:	<ol style="list-style-type: none"><li>1. The committees established by the Board are guided by committee terms of reference, which include name, type, chair, responsibility, purpose, authority, meeting frequency, composition, staff support, other resources, communication with the Board, specific responsibilities, and date of approval.</li><li>2. There are two kinds of committees:<ul style="list-style-type: none"><li>○ Standing Committees are ongoing committees that are in place year-to-year and help the Board with core aspects of its job.</li><li>○ Ad Hoc Committees are set up for a specified period of time, to do a specific job.</li></ul></li><li>3. Review all committee terms of reference at least annually and more often if needed. Ensure they continue to be applicable and appropriate.</li></ol>

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THE SOCIETY OF ST. VINCENT DE PAUL  
OF VANCOUVER ISLAND  
POLICY MANUAL

GOV003

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4. Make every effort to include Society member who may make good Board members in the future. Appoint them to committees to give them experience.

Best Practice:

- Ensure committees make recommendations to the Board and do not “drift” into Board decision-making or operations, or provide direction to staff.

References:

- SVDP Constitution and By-laws
- Board Committee Terms of Reference (Section 3)
- CARF Accreditation Standards – Leadership

Audit:

- Annual Review of Board Practices and Effectiveness

Passed by Board:  
September 18, 2006