

DOCUMENT TITLE	Ad Hoc Committee and Task Force Process
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AD HOC COMMITTEE AND TASK FORCE PROCESS

PURPOSE AND/OR RATIONALE

From time to time, as required, the Board may establish an ad-hoc committee or task force to work on specific issues relevant to the Board. On the completion of the mandate for the ad-hoc committee or task force, the ad-hoc committee or task force will be disbanded. Both ad hoc committees and task forces will report directly to the Board unless otherwise noted in a Board bylaw or policy.

DEFINITIONS

1. **Ad Hoc Committee:** Is established for a limited time to work on a specific task that could be lengthy. The ad-hoc committee is disbanded when the task is complete.
2. **Task Force:** Is a small group working to solve an emerging problem or issue. It is disbanded once the issue is resolved.

PROCEDURES

1. The Chair, working with the Board of Governors, will determine if there is a task or issue that requires a smaller working group, such as an ad-hoc committee or task force.
2. The Board will direct the Executive Committee to establish the group.
3. The Executive Committee will develop a Terms of Reference or mandate for the ad-hoc committee or task force and make a recommendation to the Board for approval.
4. The Board Chair will appoint the members to the ad-hoc committee or task force.
5. The EA will develop a schedule for the meetings and keep minutes and records.
6. The ad-hoc committee or task force will report directly to the Board.
7. The ad-hoc committee or task force cannot make decisions, but instead make recommendations to the Board for approval.

8. The ad-hoc committee or task force will report to the Board at their regular meetings.
9. The Board will approve the disbandment of the ad-hoc committee or task force when the work is complete.

LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

- [G-1.3 Board Operations By-Law](#)