

Terms of Reference

Field Hockey Canada Governance Committee



Title	Field Hockey Canada (FHC) Human Resources Committee
Mandate	<p>The Committee is created by the FHC Board of Directors as standing committee in accordance with bylaw 12.2(a). The Committee's mandate is</p> <p>To develop, review and assess the effectiveness of the Board, and make recommendations to the Board for the purpose of improving the Board's effectiveness.</p> <p>The mandate of the committee will be carried out within the overall strategic guidelines and objectives of FHC.</p>
Key Duties	<p>Develop and implement an annual workplan that includes but is not limited to:</p> <ul style="list-style-type: none">○ Board Review○ Policy Review○ Delivery of the AGM○ By Law Review○ Terms of Reference Review○ Support the BOD election process as outlined in the By-Laws
Structure and Membership	<p>Appointed by the FHC Board of Directors in accordance with bylaw 12.2(a) the structure of the Committee shall be the following:</p> <ul style="list-style-type: none">● Chair, Chair of FHC BOD● Directors (minimum of two) of the FHC BOD <p>CEO shall attend meetings as non-voting member.</p>
Meetings and Reporting	<p>The Committee may meet in person, telephonically, or electronically, and otherwise regulate their meetings and proceedings as they see fit (by-law 12.7).</p> <p>The Committee will report to the Board as and when required by and through the Chair or, if the Chair is available by any member of the committee. Committee shall maintain minutes of its meetings.</p>

	<p>The Committee shall prepare and submit an annual report to the CEO not less than six weeks prior to the AGM.</p>
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