



**Saskatchewan Apprenticeship and Trade
Certification Commission**

Governance Committee Terms of Reference

Commission Board Approved – December 16, 2015
Commission Board Approved – February 27, 2013
Commission Board Approved – January 26, 2011

Saskatchewan Apprenticeship and Trade Certification Commission

Governance Committee Terms of Reference

1) Purpose

Pursuant to Section 43 (1)(g)(h) *The Apprenticeship and Trade Certification Act, 1999*, the SATCC Governance Committee shall be a standing committee of the Board of Directors and assist the Board by providing guidance and advice in relation to board governance, processes, policies and principles.

2) Responsibilities

The Governance Committee shall have the following general duties and responsibilities for governance of the SATCC.

- a) Monitor the adequacy of approved board policies, and recommend revisions and new policies for Board approval, as required.
- b) Develop an annual Governance Committee work plan/calendar of activities.
- c) Lead the Board and Board member evaluation process.
- d) Provide processes, procedures and tools for guiding the board in evaluating its practices and processes against established measures of good governance.
- e) Review and recommend opportunities for appropriate director training and development.
- f) Review the Board and all Committees' Terms of Reference every two years and recommend amendments to the Committees and Board.
- g) Establish procedures for effective Board and Committee meetings.
- h) Carry out any other responsibilities as assigned by the Board from time to time.

3) Membership

- a) Members of the Committee shall be appointed by resolution of the Board and shall consist of not less than 3 and not more than 6 members of the Board, reflecting the industry and stakeholder balance of the Board.
- b) The Board shall appoint members to the Committee for a three year term.
- c) The Committee Chair shall be appointed by the Committee on an annual basis.
- d) The Commission Board Chair and Vice-Chair may attend meetings of the Committee, at their discretion.
- e) Members of the Committee shall continue to be members until a successor is appointed, unless the member resigns, is removed by Board resolution or ceases to be a member of the Board.

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4) Meetings

- a) The Committee shall meet at least twice a year or at the call of the Chair.
- b) A quorum shall be half the Committee members.

5) Reporting

- a) The Commission shall provide staff support to the Committee and staff shall act as recording secretary.
- b) The minutes shall include an outline of items discussed, proposed recommendations and action items for the SATCC Board of Directors.
- c) Following Committee approval, the minutes of the Committee meeting shall be submitted to the SATCC Board of Directors for information.