

CCLS Terms of Reference for Committees and Task Forces

Name:

- Each CCLS project, committee or task force should have a unique and clear name or label for easy reference. This may include a formal name as well as a short form or acronym.

Champion:

- State which member of the Board of Directors will be the champion on behalf of the CCLS Board and Members. This may be a named individual or the current Director from a specific member association.

Underlying Authority:

- In the CCLS model, this will likely be a by-law, or a Motion of the Board of Directors or the Members indicating the purpose or priority of the project or committee.

Aims, Objectives and Measurables:

- Include a stated link to the CCLS strategic plan including the vision and current objectives.
- State the specific aims or objectives as indicated by the originating by-law, motion or strategic plan item, or as established by the Committee itself.
- State the anticipated duration of the project or committee.
- Indicate benchmarking criteria, or measure(s) of success, or determination of end of project or committee, including time frames where possible. Include any specifics about decision points and the authority for those decision (i.e. included under the authority of the Committee, referral to Board or Executive or Members for decision, other).

Committee Structure/Composition:

- Indicate the number of members using a specific number or range.
- Indicate the criteria for members i.e. geographic distribution, specific interest or experience, specific member associations to be represented, specific outside stakeholders to be represented, ex-officio members, etc.
- Indicate the selection process for members i.e. Chair appointed, CCLS Board or Executive appointed, member association appointed, general call for volunteers, etc.
- Indicate the term of membership i.e. specific length of time, for the duration of project, to a specific benchmark within project, etc.
- Indicate the selection process and term for the Chair i.e. ex-officio, rotation amongst committee members, representative of specific organization or stakeholder group, etc.
- Indicate method of committee member or Chair replacement.

Conflict of Interest or Confidentiality provisions:

- State if the project or committee work involves any specific requirement for confidentiality or potential conflict of interest issues.

Operations:

- Statement of the expected time commitment and other obligations of members i.e. number of meetings, connections to other initiatives, ex-officio positions, reporting or research requirements, etc.
- Outline the communications plan including the target of communications (Board, Executive, Association Presidents, Association Senior Administrators, Association Councils, stakeholders, others) and method of communication (reports, distribution of minutes, web site postings, bulletins, other).
- Indicated available resources including dollars (may include specific budget) and other resources including staff time and other human resources.
- Indicate quorum rules.
- Other specifics.