

**CHATHAM-KENT CHAMBER OF COMMERCE
POLICY & GOVERNANCE COMMITTEE**

TERMS OF REFERENCE

Mandate: To ensure all governing documents, policies and procedures are developed, reviewed and updated to remain consistent with the Chatham-Kent Chamber of Commerce Vision, Mission, Values and Goals

2016 COMMITTEE MEMBERS	
Kevin Deacon, SouthWest Granite and Glass	Rob Brown, Freedom 55
Scott Prail, Dillon Consulting	Sheila Bateman, Travelodge
Don Newbury, Union Gas	
REPRESENTATION & INVOLVEMENT	
<ul style="list-style-type: none"> • Review and monitor Accreditation Status and requirements of same in relevancy to CK Chamber Mission, Vision, Values, together with its financial well-being, making recommendation to the Board for continuance • Make recommendations to the Board on Policy, Procedure and Governance • Ensure President & CEO performance review is performed as scheduled and mechanism in place to undertake • Ensure Board Chair and Director duties and responsibilities are adequately defined and performance reviews are performed as per Policy, reviews include representation of Chamber on community and municipal committees, reporting any deviations to the Board • Ensure all Chamber Committees review and update their Values Document on an annual basis • Representation of a minimum of 2 Directors, 2 -4 past Board members, can include Committee Chairs • Review nomination process and criteria for Chamber awards programs for relevancy and currency • Create and recruit slate of Directors for nomination to Board • Ensure business plan is reviewed and updated annually 	
EVENT / ACTIVITY	BUDGET
	Undetermined at present, to minimal

VALUE LINKAGE	BENEFIT TO MEMBERSHIP, BUSINESS COMMUNITY & CHAMBER
Integrity	<ul style="list-style-type: none"> • Responsible for ensuring committees review relevancy and evolve with Chamber and community initiatives, identifying through each Values Document • Ensure Board Chair and Director responsibilities and actions are met representing Chatham-Kent Chamber of Commerce in professional and positive manner
Diversity	<ul style="list-style-type: none"> • Engage Board and non-Board members to achieve demographics to represent Chamber and membership
Inclusion	<ul style="list-style-type: none"> • Ensure policies and governance reflects the Values of the Board
Accountability	<ul style="list-style-type: none"> • Ensure Board Chair and Director responsibilities and actions are met representing CK Chamber of Commerce in professional and positive manner • Ensure performance review of President & CEO is completed annually • Responsible for reviewing of By-Law, Policy and Procedure for uniformity to Mission, Vision, Values and Goals of the organization • Ensure business plan is routinely updated