

DRAFT AMENDMENT PROPOSAL – BOARD POLICY SO-1

CURRENT POLICY

1.4 The duties of the Chair include:

- (A) ensure all meetings are included in the SFSS Society Calendar (GMail),
- (B) convening regular meetings,
- (C) informing committee members of meeting times and locations,
- (D) preparing agendas and collect agenda items,
- (E) distributing any documents or materials to committee members,
- (F) submitting attendance to the VP Finance, and
- (G) reporting on committee activities to the to the Board of Directors
- (H) act as the primary point of contact between the committee and its staff support, if any.

PROPOSED AMENDMENT

1.4 The duties of the Chair include:

- (A) ensure all meetings are included in the Society virtual calendar,
- (B) convening regular meetings,
- (C) informing committee members of meeting times and locations,
- (D) preparing agendas and collect agenda items based on a timeline, set by the Chair, in contemplation of Committee members, who should receive the agenda reasonably in advance in order to thoroughly review its contents,
- (E) distributing any documents or materials to committee members,
 - (a) where possible, documents should be in PDF format and use Times New Roman font,
- (F) submitting attendance to the VP Finance,
- (G) reporting on committee activities to the to the Board of Directors,
- (H) submit minutes approved by the Committee to the Board Chair for approval of the Board of Directors,
- (I) act as the primary point of contact between the committee and its staff support, if any,
- (J) liaise with the Administrative Assistant by:
 - (a) Sending agenda items and any relevant documents to the Administrative Assistant to prepare the draft agenda at least two (2) business days prior to the meeting,

- (i) The Chair will inform the Administrative Assistant if a document contains confidential information,
- (b) Sending any required changes of the draft agenda and approval of the draft agenda to the Administrative Assistant,
- (c) Sending feedback on the draft minutes and approval of the draft minutes to the Administrative Assistant within one (1) week of receiving the draft minutes,
- (K) liaise with the Communications Coordinator to ensure that Committee information relevant to the SFSS Membership is up-to-date on the SFSS Website and SFSS social media channels at all times, including:
 - (a) the name and contact details of the Chair,
 - (b) the date and time of meetings,
 - (c) the location and accessibility information of meetings,
 - (d) vacant seats,
 - (i) where a vacancy arises, the Chair will ensure that the vacancy is listed on the SFSS Website and SFSS social media channels within one (1) week of the vacancy arising,
 - (ii) where the vacancy is a Council-designated seat, the Chair will liaise with the Council Chair to ensure that Council recommends a replacement.

MOTION

Be it resolved that the Board of Directors amend SFSS Board Policies, Standing Order 1, as presented in the attached document titled "Proposed Amendment to SO-1: Duties of Committee Chairs".