

Board ARAO Committee Terms of Reference
Hamilton Community Legal Clinic/
Clinique juridique communautaire de Hamilton

Review/Amendment dates: May 2023, Jul 2024
Next scheduled review: Jul 2025

Purpose

The Committee provides guidance and resources to members of the Board to support their work to achieve the Board's commitments to anti-oppressive practice.

It does this by:

- researching best practices,
- engaging relevant, local expertise, and
- developing, managing, and evaluating specific, measurable, assignable, realistic and time-related plans and activities the Board may assign to Clinic stakeholders to meet those commitments.

Roles and Responsibilities

Members of the Committee:

- commit to up to two hours of meeting time and up to four hours of work between meetings to advance the Committee's work plan each month, and
- arrive at each meeting having read any preparatory material that has been circulated more than 72 hours before the meeting starts.

The Chair of the Committee:

- convenes and chairs Committee meetings,
- sets and circulates an agenda for each meeting,
- facilitates the setting of a Committee work plan, and
- submits minutes of Committee meetings to the Board.

The Executive Director:

- provides institutional knowledge and memory to the Committee in support of its work, and

- coordinates the work of the Committee with related work undertaken by members of staff and Clinic partners.

Accountability and Reporting

The Committee makes recommendations to the Board.

The Committee's authority to make decisions that bind the Clinic is limited to items for which the Board has delegated authority by motion.

Minutes will be taken of each meeting, shared with the Board, and filed with the Board minutes.

These terms of reference will be reviewed annually by the Committee. Changes to these terms will take effect on approval by the Board.

Composition of Committee

The Committee consists of any number of Board members appointed by the Chair of the Board. The Chair of the Board is an *ex officio* member of the Committee. An *ex officio* member may vote and may count toward quorum but is not included in the calculation of a quorum threshold.

The Executive Director is the staff liaison to the Committee.

The Committee will elect a Chair from among its members following each AGM.

Meetings

Meetings of the committee:

- are usually held each month there is a board meeting scheduled (i.e., Sep-Nov, Jan-Jun) and as required,
- are usually held within the two weeks prior to a board meeting,
- are held electronically, in-person, or some combination of the two, and
- are scheduled by electronic vote.

Decisions are made by developing consensus or by any other decision-making process adopted by the Chair.

Quorum for Committee meetings is three.

Timeline

The Committee is a standing committee of the board with a term of one year following the AGM. Members for a newly-starting term are appointed by the Chair of the Board within a month of the AGM.

Until such an appointment, the Committee continues to operate with those members most recently appointed (i.e., the term of membership and committee work continues uninterrupted until a new set of members is declared).