



POLICY REVIEW COMMITTEE TERMS OF REFERENCE

Category:	BOARD GOVERNANCE
Policy Number:	BG-15
Board Approval Date:	February 27, 2025

Objective:	This policy outlines the role and responsibilities of the Policy Review Committee in its support of the work of the Board of Governors of Olds College (the "Board").	
Scope:	This policy applies to all Board-approved members of the Policy Review Committee.	
Definitions:		
Policy:	1.	The Policy Review Committee enhances the Board's effectiveness and efficiency in fulfilling its responsibility of creating and maintaining Board policy.
	1.1	The Committee shall prepare policy options for the Board's consideration of any policies that have been: • Scheduled for routine review • Delegated by the Board as potentially requiring amendment • Identified by the Board during Board discussions as potentially needing amendment • Identified as addressing a policy gap within the Board's policy framework.
	1.2	The Committee will not change Board policies, with the exception of non-material editorial policy amendments which shall be reported to the Board at the next Board meeting.
	2.	The Committee's authority enables it to assist the Board in its work while not impeding Board holism.
	2.1	The Committee cannot change or contravene Board policies or instruct the President or any staff member, other than to request information required in the conduct of its duties.
	2.2	The Committee cannot spend or commit organization funds, other than those specifically allocated by the Board.
	2.3	Staff resource time for administrative support around meetings and support included in the policy development and refinement will be provided through the Board Secretary.



Related Information:
Related Procedures:
Review Period:
Revision History:

3.	The Committee's composition shall enable it to function effectively and efficiently.	
	3.1	The Committee shall be composed of at least four Board members, including the Board Chair and the President.
	3.2	The Committee Chair shall be appointed by the Board Chair.
	3.3	Members shall be appointed for a one year term.
BG-10 Role & Use of Board Committees		
3 years		
NEW: February 2025		