



AGENDAS COMMITTEE TERMS OF REFERENCE

Category:	BOARD GOVERNANCE
Policy Number:	BG-16
Board Approval Date:	February 27, 2025

Objective:	This policy outlines the role and responsibilities of the Agendas 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 Agendas Committee.		
Definitions:			
Policy:	1.	The Agendas Committee shall ensure that the board meeting agenda is the instrument used by the Board in making sound decisions and to ensure that important issues are kept at the forefront of the Board.	
	1.1	The Committee shall ensure that the business of the Board is dealt with fairly and expeditiously.	
	1.2	The Committee will review potential agenda items and ensure that these are appropriate for inclusion on the Board meeting agenda in alignment with the Board-approved Calendar of Events and Work Plan.	
		1.2.1	The Committee will serve as a sounding board for the Board and senior administration to ensure that issues are dealt with effectively and in a timely manner.
		1.2.2	The Committee will ensure that the focus of the Board is placed on higher order issues of impact to the College.
		1.2.3	The Agendas Committee shall not defer any proposed agenda item for longer than one regularly scheduled Board meeting without the prior consent of the Board.
		1.2.4	The Committee will advise the Board as to why any particular matter should not be brought forward for Board review.
	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 development and distribution of the Board meeting agenda shall be provided by the Chief of Staff.
	3.	The Committee's composition shall enable it to function effectively and efficiently.
	3.1	The Committee shall be composed of the Board Chair, the Board Vice Chair and the President.
Related Information:	BG-7 Meeting Protocol Policy BG-8 Agenda Development Policy	
Related Procedures:	BG-8.1 Agenda Development Procedure	
Review Period:	3 years	
Revision History:	NEW: February 2025	