

## COMMITTEES & GROUP STRUCTURES

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

<b>Category:</b>	B. Administration
<b>Policy Number:</b>	B14
<b>Approval Date:</b>	December 12, 2025
<b>Effective Date:</b>	December 12, 2025
<b>Policy Owner(s):</b>	Chief of Staff

<b>Objective:</b>	Olds College of Agriculture & Technology (the "College") will establish clear, consistent governance structures that distinguish formal Committees from less formal Groups such as working groups and task teams. The goal is to support transparent decision making, efficient consultation, and timely execution.
<b>Policy:</b>	<p><b>Definition of a Committee</b></p> <p>A Committee is a formally constituted body of the College that meets on an ongoing or cyclical basis, has a defined mandate in a Terms of Reference, and is endorsed by the College Leadership Team (CLT). The Terms of Reference must be approved by the Executive Leadership Team (ELT).</p> <p>Committees may take two forms:</p> <ol style="list-style-type: none"> <li>1. Recommending bodies that provide advice or recommendations to an authority.</li> <li>2. Approval bodies with delegated authority to make defined decisions within their mandate.</li> </ol> <p><b>Authority and Accountability</b></p> <p>Committees report to the ELT, CLT, or another designated authority as identified in their Terms of Reference. Each Committee operates within the framework of this policy, its approved Terms of Reference, and relevant College policies and legislation.</p> <p><b>Non-Committee Structures</b></p> <p>The College also uses structures that are not Committees. These include working groups, task teams, project teams, and advisory groups.</p> <p>Such Groups are:</p> <ol style="list-style-type: none"> <li>1. Time limited and task specific, created to deliver defined outputs within a set timeframe.</li> </ol>

2. Non-decision-making bodies with no approval authority.

Each Group requires a short charter and a sponsor at the ELT or CLT level. The charter must identify the purpose, deliverables, membership, reporting line, and a sunset date.

**Creation and Approval Pathways**

Committees are created in one of two ways:

1. By CLT itself – CLT may establish a Committee directly as part of its function when it identifies the need for a formal governance body.
2. By proposal – Individuals or groups within the College may propose the creation of a Committee. Proposals must be presented to CLT, which will review and determine if a Committee should be established.

In all cases, Committees require CLT endorsement and approval of the Terms of Reference by ELT.

Groups (working groups, task teams, project teams, advisory groups) may be authorized by any CLT member or the relevant Policy Owner, with notice provided to CLT for awareness.

**Transparency and Records**

Approved Committee Terms of Reference will be posted on the College website or intranet. Meeting records are maintained in accordance with College records management practices.

Group charters are stored in the designated repository while the Group is active.

**Review**

Committee Terms of Reference must be reviewed at least once every three years, or sooner if the mandate or context changes.

Groups expire automatically on their sunset date unless renewed by the sponsor.

**Definitions:**

**Committee:** Formal, CLT endorsed body with approved Terms of Reference that is approved by ELT.

**Group:** Less formal, time and task limited body such as a working group or task team, with no approval authority.

**ELT:** Executive Leadership Team.

**CLT:** College Leadership Team.

**Sponsor:** ELT or CLT member who authorizes and oversees a Group.

**Related Information:**

B14 Committees & Group Structures Procedure

**Review Period:**

3 years

**Revision History:**

New: December 2025