

## COMMITTEES & GROUP STRUCTURES

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

<b>Category:</b>	B. Administration
<b>Parent Policy:</b>	B14
<b>Approval Date:</b>	December 9, 2025
<b>Effective Date:</b>	December 9, 2025
<b>Procedure Owner(s):</b>	Chief of Staff

<b>Overview:</b>	This procedure sets out the steps to create, operate, and review Committees and to create and manage Groups that are less formal and time limited at Olds College of Agriculture & Technology (the "College").
<b>Procedures:</b>	<p><b>Committee Formation</b>            When a need for a formal Committee is identified, the following steps apply:</p> <ol style="list-style-type: none"> <li>1. A proposal is brought forward to CLT outlining the purpose, scope, and anticipated outcomes along with a draft Terms of Reference (ToR).</li> <li>2. Upon CLT endorsement, a ToR is finalized using the College template.</li> <li>3. The ToR is submitted to ELT, for approval.</li> <li>4. Once approved, the Committee is established, members appointed, and operations begin according to the ToR.</li> </ol> <p><b>Authority and Accountability</b></p> <ol style="list-style-type: none"> <li>1. Each Committee must have a clearly defined reporting line (ELT, CLT, or another designated authority) included in its ToR.</li> <li>2. Chairs are responsible for ensuring the Committee operates within the scope of its ToR, the Policy, and all relevant college policies and legislation.</li> <li>3. Administrative support, where assigned, will ensure minutes and decisions are recorded and filed.</li> </ol> <p><b>Non-Committee Structures</b>            To create a Group (working group, task team, project team, or advisory group):</p> <ol style="list-style-type: none"> <li>1. Any CLT member or Policy Owner may authorize the Group.</li> <li>2. A Group Charter is prepared that sets out purpose, deliverables, membership, reporting line, and a sunset date.</li> <li>3. Groups report progress to their Sponsor and may provide input or recommendations to Committees but cannot make decisions.</li> <li>4. At the conclusion of the work or upon reaching the sunset date, the Group disbands unless renewed by the Sponsor.</li> </ol>

## Creation and Approval Pathways

### Committees

1. **CLT-Initiated:** CLT may establish a Committee directly where it determines that ongoing oversight or decision-making is required. In this case, CLT directs the drafting of Terms of Reference.
2. **Proposed by Others:** Any College employee, academic unit, or administrative area may propose the creation of a Committee by submitting a concept paper to CLT. The concept must outline the purpose, scope, anticipated outcomes, and proposed reporting line. CLT will review the proposal and either endorse or decline it.

Once CLT endorses the establishment of a Committee, a draft ToR is prepared and submitted for ELT approval as appropriate.

### Groups

Groups may be created by any CLT member or Policy Owner. A Group Charter must be completed, and CLT is notified for awareness.

### **Transparency and Records**

1. Committee ToR and minutes must be stored in the official College repository and made accessible on the intranet or website.
2. Group charters are kept in the designated repository while the Group is active.
3. Records must be managed in line with college retention schedules.

### **Review**

1. All Committee ToR must be reviewed at least once every three years, or sooner if circumstances change.
2. Groups are expected to close on their sunset date. Renewal requires a revised charter approved by the Sponsor.
  - a. Committees that are no longer required may be sunsetted with ELT approval following a recommendation from CLT.

### **Exclusions**

In the course of business at Olds College, groups may be called for specific process perspectives that do not require a formal charter or Terms of Reference due to the nature of the process. At the discretion of the process owner, group charters or terms of reference may be waived.

Examples may include:

1. Processes such as procurement where a selection committee is formed.
2. Recruitment and selection processes where hiring committees are formed.

### Definitions:

**Committee:** Formal, CLT endorsed body with approved Terms of Reference that is either recommending or approval in nature.

**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 Policy

### Review Period:

3 years

### Revision History:

New: December 2025