



DANCE NOVA SCOTIA GOVERNANCE COMMITTEE

Terms of Reference

Level

Standing Committee

Purpose

The Governance Committee is a standing committee of the Dance Nova Scotia Board. The role of the Committee is to:

- To review and update documents dealing with Governance as it relates to the board and their activity (i.e. Bylaws/Policy);
- Build any documents not currently held by the organization that are necessary for the overall governance activity and action;
- Focus on policies/procedures related to the Board (roles, succession planning) to ensure that the board is reaching its full potential;
- Ensure new board member onboarding;
- Ensure yearly review of Strategic Plan with Executive Director;
- Ensure annual review for Executive Director is conducted.

Membership

- Chair and Secretary as decided by the Committee
- Members: The Committee will consist of, at minimum, two Board members, the Executive Director (ex-officio), the Board President, and others as decided by the Committee

Meetings

- Frequency: At least quarterly
- Quorum: 50% plus 1
- Decision Making: Consensus

Minutes

Minutes of each meeting are recorded by the Secretary or an appointed delegate and distributed to Committee members and the Dance Nova Scotia Administrative Officer.

**Reporting/Relationship**

The Committee chair, or a designated committee member, will present a verbal report at regular Board meetings.