

Canadian Neurological Sciences Federation (CNSF) Governance Committee – Terms of Reference

Committee Purpose:

The Governance Committee is responsible for making recommendations to the CNSF Board of Directors concerning leadership succession, nominations to Board committees, governance processes, orientation of new Board members, promotion and evaluation of Board effectiveness, and periodic review of bylaws and policies.

Committee Membership:

- The Presidents of the four Societies, the President of CNSF Board of Directors and the Chief Executive Officer.
- Committee Chair: The President of the Board of Directors will chair the meetings of the Governance Committee.

Committee Accountability/Authority:

The Governance Committee must report to the Board of Directors at each meeting of the Board. The committee must outline any anticipated initiatives and financial expenditures for the year and present them to the Board for approval before the budget is set for the next year.

Committee Responsibilities:

The Governance Committee is responsible for:

- the identification and recruitment of future governance leaders;
- determining the skills and attributes required to be a Board member;
- managing the nominations process for committee appointments/elections;
- the orientation of Board members, both new and existing;
- the training and education of Board members in matters of related to governance roles and responsibilities;
- assessment/evaluation of Board meetings as well as assessments, based on a process of self-assessment, of each member of the Board of Directors;
- evaluation and monitoring of governance structures and processes, including policy development and the oversight of CNSF operations;
- identification and recruitment of external resources/experts to assist the Board in its governance role and responsibilities, with Board approval;
- identification and development of recommendations on Board conflict of interest and discipline, bylaws, policies and processes.

Terms of Appointments:

Same as the term of office for the CNSF Board of Directors.

Meeting Frequency and Recording:

The Governance Committee will meet at least twice each year.

- Minutes of meetings will be recorded by a member of the committee and approved by the President of the Board.
- The committee will submit a written report to the CNSF Board of Directors at each meeting of the Board.