

**POLICY # IV.C.2**  
**BOARD COMMITTEES**

**Date of last revision:** December 15, 2022

**Date of last review:** March 14, 2024

**Board Approved:** March 14, 2024

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**POLICY**

[The General By-Laws of NBCC](#) stipulate that the NBCC Board of Governors (the Board) may establish such committees as the Board deems appropriate. Board committees are to assist the Board in doing its work by studying and presenting recommendations, decision-making alternatives, and options for consideration by the full Board. While supported by the Senior Executive Team, Board committees cannot exercise authority over staff and operations.

There are four standing committees of the Board: the Audit Committee; the Human Resources (HR) Committee; the Governance Committee; and the Nominations Committee. The Committee Chairs, and the membership of each committee, are recommended to the Board by the Board Chair and are approved annually at the first Board meeting following the AGM.

The Terms of Reference of the standing committees are posted on [nbcc.ca](http://nbcc.ca).

The Senior Executive Assistant to the Board of Governors (EA) prepares minutes of committee meetings that will be reviewed by the Committee Chairs prior to being provided to the committee for approval. In addition, the Committee Chairs are responsible to provide the Board with a committee report at each regular Board meeting. The EA will prepare the draft committee report for the Committee Chair's review.