Terms of Reference (TOR)

Governance Committee

Draft TOR Approved 2026/07/23

Revision History

Approved/Reviewed/ Revised/Rescinded	Date	Comments
Initial Policy Approval	2026/07/23	Board Vote

APPENDIX A

Terms of Reference Governance Committee

Committee Name: **Governance Committee**

Mandate:

Review SASKWT Bylaws and recommend changes.

To develop draft policies and review alignment with the Saskatchewan Non-profit Act, and SASKWT bylaws and current policies.

To deliver a Quarterly Recommendation Report (due March, June, September, and December)

Authority:

The Committee is created by the Board under Articles 4.11 and 4.8.17 of the SASKWT Bylaws. The committee is an active advisor to the Board. The committee will report to the Board their findings and recommendations. The report will be in a minimum quarterly reporting Timeline. The Committee may establish sub-committees to deal with specific issues in relation to the mandate of the Committee. The Committee may call Member Town Hall Meetings with advanced board approval

Key Duties:

The Committee will perform the following key duties through creation of:

- Ensure that the SASKWT Constitution and bylaws align with the Saskatchewan Non-Profit Corporations Act (“***the “ACT”)***
- Review, research, develop and draft policy and bylaw changes as directed by the Board.

Composition:

The Committee members shall be appointed until their two-year term expires, or until determined otherwise by resolution of the Board.

The Governance Committee shall be comprised of up to five (5) members assigned by the SASKWT Board.

The Committee Chair will be elected from among the Committee members at the first meeting.

The Committee Chair may recommend the removal of Governance Committee members to the Board, but removal requires the Board’s approval.

Should a vacancy occur on the Committee for whatever reason, the Committee Chair may recommend a qualified candidate, to fill the vacancy for the remainder of the vacant position’s term to the Board for approval. In the absence of a Committee Chair recommendation, the Board may appoint a qualified member to fill the vacancy.

Following the inaugural striking of the Governance Committee the candidate recommendation must be vetted by the Nominations Committee or Board designated authority. The default authority is the Secretary and Executive Director.

Meetings:

This Governance Committee will provide draft Policies and reports for the board quarterly or with a deadline designated by the board.

The Committee will meet at a minimum of four (4) times per year, on a quarterly basis.

The Committee will meet by video conference or in person, as required. The meetings will be at the call of the Chair.

Meeting Quorum is 50% of committee members.

All committee meetings, minutes and draft strategic plans are confidential, to be discussed among the committee and the SASK WT board only.

Commitment to attendance is crucial. Three (3) missed meetings in a year by a committee member will deem that member resign and reported as such to the board for confirmation.

Members are expected to review all relevant materials prior to meetings to ensure informed participation. Failure to prepare may be treated as equivalent to an absence, at the discretion of the chair, with repeated unpreparedness reported to the board.

Resources:

The Committee will receive the necessary administrative support and resources from SASKWT to fulfill its mandate. The Committee, with the approval of the Board, shall have the authority to retain persons having special expertise to assist the committee in discharging its key duties.

Reporting:

The Committee will report through the Chair to the Board at meetings as necessary.

Final report recommendations are to be presented to the Board only.

The Board may use Committee report for Annual General Meeting communication to the members.

Approval:

These Terms of Reference were approved by the Board of Directors of Saskatchewan WT Taekwondo Association Inc on July 23, 2026.

Review:

The Committee will review these Terms of Reference on an annual basis and will make recommendations to the Board on any revisions, if warranted.