A. Background and Definitions

A well established and clearly defined committee structure supports the effective and efficient operations of the College. At Niagara College, there is a focus on a collaborative and interdisciplinary approach to committee activity and decision making. Such a structure provides for clear and transparent processes that assist the College in meeting its mandate as defined by the Ministry of Advanced Education and Skills Development.

**College Committee**: A committee formed to do assigned work, a task or objective. The committee may be delegated approval authority within approved policy or procedures. A committee may have indefinite terms of reference or may expire under conditions set out in the terms of reference. A College Committee shall be accountable to the Executive Team.

**College Working Group**: A group formed to assist a Vice President or College Committee in the performance of their responsibilities, drawing membership from diverse areas to provide input and perspective. A Working Group shall be accountable to the Vice President or committee that created the Working Group. A Working Group may be temporary in nature, depending on the group’s mandate.

**Terms of Reference**: A document clearly stating the mandate, membership, responsibilities, reporting, and meeting structure of a committee or working group.

B. Purpose

This policy identifies the parameters associated with the formation, operation, and responsibilities of College Committees and College Working Groups. The policy also recognizes the importance and existence of other divisional and departmental working groups and committees that support operational activities of various areas. The policy statements and related documents within this policy are to be used as a “best practice” in the formation and operation of these committees and groups.

C. Policy Statements

1. The Board of Governors or the Executive Team may create a College Committee. The College’s Executive Team shall approve terms of reference for College Committees, guided
by Board of Governors policies, Ministry binding policy or other external authorities as appropriate.

2. College Working Groups shall be created by a Vice President or a College Committee to assist with the exercise of their mandate. A Working Group may provide input or assist in the implementation of processes for the Committee. The Working Group terms of reference is approved by the Vice President or College Committee responsible for its development and to whom it reports.

3. College Committees are formed to:
   a) Comply with Ministry requirements
   b) Comply with Collective Agreements
   c) Assume responsibility and authority for decisions or recommendations; and/or
   d) Operationalize approved college policies or procedures.

4. College Committees will have terms of reference that follows the approved college template. Where the committees are to comply with external requirements, the terms shall identify the appointment and work processes required to be approved by the Executive Team. Delegated authority from the Executive Team for approval shall be clearly identified within the terms of reference.

5. Minutes of College Committees will be shared with the college community, excepting confidential items. Meeting notes of Working Groups will be made available to the members and the Vice President or committee that created the Working Group.

6. Unless otherwise determined in the Terms of Reference, the guidelines and principles of operation of each committee will be guided by the general principles as found in “Robert’s Rules of Order”.

D. Related Documents

Template: Committee Terms of Reference
Template: Working Group Terms of Reference
POLICY GROUP: NC100 – General Operations
POLICY TITLE: College Committees

E. Document History

<table>
<thead>
<tr>
<th>Date</th>
<th>Approval/Review/Key Change(s)</th>
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<tbody>
<tr>
<td>October 31, 2016</td>
<td>New</td>
</tr>
<tr>
<td>November 8, 2017</td>
<td>Differentiation between Committees &amp; Working Groups</td>
</tr>
<tr>
<td></td>
<td>Addition of access to Committee Minutes &amp; working Group Notes</td>
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<tr>
<td>May 11, 2022</td>
<td>Addition of Terms of Ref definition</td>
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<tr>
<td></td>
<td>Minor updates to references of Working Groups</td>
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<td>Addition of Working Group template as a related doc</td>
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