



Organizational Development Committee (ODC)
Terms of Reference

Purpose: The Organizational Development Committee (ODC) contributes directly to the work of the CHPCA Board of Directors during and between meetings. The ODC brings to the Board for its action and approval issues and recommendations which affect the policies of the association, particularly with regard to Board nominations, By-Laws and membership. It also works on specific issues as directed by and on behalf of the Board.

Functions: The Organizational Development Committee:

1. Prepares an annual work-plan for the committee.
2. Identifies and advises the Board on strategic and policy issues related to membership, nominations and by-laws as well as other issues as identified by the Board and/or Executive Committee.
3. Undertakes the activities related to election of Member-at-Large positions, including a search for nominees, development of the slate for board approval and presentation at the Annual General Meeting.
4. Conducts an annual review of the By-Laws and Procedural Guidelines for the Association (including Membership, Nomination Process and Succession Planning) and presents recommendations regarding updates, additions and/or deletions to the Board of Directors for discussion and action/approval.
5. Works with provincial hospice palliative care associations, in conjunction with the provincial Board member to ensure their opinions are heard in deliberations.
6. Strikes Task Groups as required.

Members:

1. Members of the ODC are selected from the CHPCA Board of Directors.
2. The CHPCA Past-President will chair the Organizational Development Committee for the duration of their term in office (maximum 2 years).
3. The CHPCA Executive Director is an ex-officio member of this Committee.

Length of Term:

1. Members – two-year term with the possibility of renewal for a second two-year term
2. The retiring of current members of the committee and the recruitment of new members of the committee will be done in such a way as to maintain continuity on the Committee.

Frequency of Meetings:
The committee will meet at the call of the chair by teleconference, or in person as budget and agenda allow.

Quorum:
Quorum for ODC committee meetings will be achieved when 50%-plus-one of the current committee members are present for meetings.

Reporting Responsibility:

1. The Chair of the ODC will be responsible for overseeing the preparation of a written report to be presented to the CHPCA Board of Directors at their semi-annual meeting.
2. All meetings shall be documented, with minutes circulated and preserved.