



Chair's Standing Committee Terms of Reference

Effective: October 2019

PURPOSE:

The purpose of the Chair's Standing Committee is to oversee the administrative and financial management of the OIA between Board meetings and to ensure implementation of Board directed decisions. The Committee will also oversee and manage the relationship between the OIA Board and Secretariat.

COMPOSITION:

The Committee will be comprised of five (5) persons. Members of the Chair's Standing Committee, the elected leaders and Chief Executive Officer (CEO) of the OIA, will be expected to have an understanding of the vision, mission, core values, strategic initiatives, policies and bylaws of the OIA. Membership of the Chair's Standing Committee will include:

- The Board Chair
- The Board Chair-elect
- The Board Treasurer
- The Board Immediate Past Chair
- The OIA CEO

TERMS OF OFFICE:

The composition of the Committee shall be determined after the election of the new Board Chair-elect at the Annual General Meeting. The term for each member shall be for two years while serving in their specific Board officer or CEO roles.

APPOINTMENT OF CHAIR:

The Board Chair shall automatically serve as the Chairperson. In his/her absence, the Board Chair-elect shall serve as the Chairperson of the Committee.

COMMUNICATION WITH THE BOARD:

The Committee Chair will communicate regularly with the Board of Directors in order to update, advise, and keep them apprised of all relevant areas of work currently under the auspices of the Chair's Standing Committee.

DUTIES:

The Chair's Standing Committee will support and advise the OIA Board on all areas relating to the administrative and financial management of the OIA. Specific emphasis will be given to:

- Strategic leadership
- Financial oversight
- Supporting the OIA standing committees and task forces in their functions.
- Urgent issues arising between meetings of the OIA Board of Directors
- Secretariat performance, including evaluation and hiring

MEETINGS:

- A thirty minute teleconference meeting will be scheduled every other week or more frequently when required.
- Meetings may be held in person, or electronic means such as telephone or videoconference.

GOVERNANCE:

- All recommendations and decisions of the Chair's Standing Committee shall be made by consensus.
- Quorum shall be required at meetings where a decision and/or recommendation are being made. A quorum is 51% of the members of the committee.
- Votes are passed based on the majority of those present.
- All decisions and/or recommendations shall be submitted to the Board of Directors for final approval.
- The Chair shall ensure that a record of all decisions and recommendations of the Committee is maintained.