



## **PAFC GOVERNANCE COMMITTEE TERMS OF REFERENCE**

### **Purpose**

The purpose of the Governance Committee will be to provide recommendations on the Governance Structure for the Pacific Autism Family Centre.

### **Membership**

Membership is proposed to be five to six persons. It is highly desirable that the majority of members have experience establishing or participating on boards of not-for-profit societies. An additional asset would be if members are parents, individuals with ASD, service providers, or researchers/academics/clinicians.

Individuals may nominate themselves, or be nominated by others (with the nominees permission). Nominees do not have to be a member of any other PAFC committee. Nominations can be made to the PACS up to January 13, 2012, by email to CitySpaces (Kate Lambert: klambert@cityspaces.ca).

### **Reporting**

The Committee will make recommendations through the Steering Committee to the PACS Board of Directors. A consultant will be engaged to work with the Committee and prepare this report.

### **Mandate**

The Governance Committee's mandate will be to:

Make recommendations on the key elements of the proposed governance structure for the PAFC. This will include, but may not be limited to, the main components outlined below. Details for the CEO are expected to be developed by the Board of the Pacific Autism Family Centre Society, once established.

#### ***Pacific Autism Family Centre Society***

- Elaborate on the purposes of the Pacific Autism Family Centre Society.
- Identify the preferred governance model for the Board of Directors (e.g highly involved in the running of the society or more arm's length as in the Carver model).
- Directors - the number and the need for a broadly representative mix including the professional expertise important for good governance, e.g. families, individuals with



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ASD, academics/researchers, regions and professional expertise including a chartered accountant and lawyer.

- Code of ethics.
- Term limits.

#### ***Advisory Council***

- Mandate.
- Membership numbers and mix by preferred backgrounds, interest group. Process for membership renewal. Frequency of meetings.
- Protocol for meetings.

#### ***Regional and Family Input***

- Approach to securing consistent input from families throughout the province and especially to ensure regional input.

#### ***Model for Centre Collaboration***

- Recommendations on the ensuring collaboration between individuals and organizations working within, and external to, the PAFC.
- Requirements for successful collaboration.



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#### **Duration of Committee and Meetings**

The Governance Committee will meet every two to three weeks or as required and conclude its work in three months. Meetings will be held at a location in Vancouver at a time determined by the Committee to be convenient for a majority of the members. Regular, consistent attendance and participation is required. Members may participate by phone.

#### **Decision Making**

Committee business will generally be through advice and written recommendations provided by reports from consultants contracted for the project or prepared, as may be appropriate, by volunteers on the committee. The Governance Committee will aim for consensus when moving forward recommendations to the PAFC Steering Committee. Where decisions are contentious, a simple majority of those present will be required by vote. A quorum shall be 50% of the appointed committee members. Minority positions will be documented.

#### **Resources**

The Governance and Operations Committee will be resourced by consultants (e.g. lawyer) as required. Members will participate on a voluntary basis.

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