

## Terms of Reference - Governance Committee

Approved by Council:

### 1. Purpose

The Governance Committee is established to provide strategic direction and oversight in the development and implementation of governance updates for the NSCSW. The committee will utilize the newly developed **Equity, Diversity, Inclusion, Reconciliation, and Accessibility (EDIRA) Framework**, insights from the **Regulated Health Professions Act (RHPA)**, and other relevant guiding documents to ensure that the NSCSW's governance structure aligns with its values, strategic direction and legislative requirements.

The committee draft instructions for NSCSW legal counsel to update the College's **Regulations and By-laws** and provide guidance to staff for updating the **Governance Policy Manual**.

### 2. Objectives

The Governance Committee will:

1. **Incorporate EDIRA Principles:** Ensure that the EDIRA Framework is embedded in all governance updates, fostering equity, diversity, inclusion, reconciliation, and accessibility in the College's framing policies.
2. **Align with RHPA:** Leverage insights from the Regulated Health Professions Act to ensure compliance and alignment with the new standard for legislative noting the clear conflicts with NSCSW values and impact on Governance of Human rights and social justice-based profession.
3. **Draft Legal Instructions:** Develop clear and actionable drafting instructions for NSCSW legal counsel to update the College's **Regulations and By-laws**.
4. **Update Governance Policies:** Provide direction to NSCSW staff for revising the **Governance Policy Manual** to reflect the updated framework and legal requirements.
5. **Strengthen Governance Practices:** Ensure that the governance structure supports the College's mission, vision, and strategic priorities.

### 3. Membership

The Governance Committee will be composed of:

- **Members of the Executive Committee:** All members of the Executive Committee will form the Governance Committee.
- **Alternates:** If an Executive Committee member is unavailable, an alternate may be appointed to ensure continuity and representation.

- A call for 3 other Registered Social workers will be recruited to join
- The committee will end operations when all deliverables are met

#### 4. Roles and Responsibilities

The Governance Committee will:

- Review and analyze the EDIRA Framework and RHPA to identify key areas for integration into governance updates.
- Collaborate with NSCSW staff to draft detailed instructions for legal counsel regarding updates to the Regulations and By-laws.
- Provide guidance to staff on revising the Governance Policy Manual to reflect the updated framework and legal requirements.
- Convene for **Two full-day meeting** to deliberate and finalize directions for staff and legal counsel.
- Report progress and recommendations to the NSCSW Council.

#### Responsibilities of the Chair:

1. In consultation with the Staff Liaison and committee members, schedule dates, times, and locations for meetings.
2. Ensure meetings are called and held in accordance with the organization's mandate, Terms of Reference, and College By-laws.
3. Establish and confirm an agenda for each meeting in consultation with the Staff Liaison and/or committee members.
4. Ensure the meeting agenda and relevant documents are circulated to committee members in advance of the meeting.
5. Officiate and conduct meetings using social work group skills and consensus-building techniques, as outlined in the NSCSW Governance Policy Manual (Appendix 1).
6. Provide leadership and ensure committee members are aware of their obligations and that the committee complies with its responsibilities.
7. Ensure sufficient time is allocated during meetings to fully discuss agenda items.
8. Ensure discussions remain on topic, productive, and professional.
9. Record or appoint a member to record meeting minutes, ensuring they are complete, accurate, and reviewed at the next meeting.
10. Ensure meeting minutes include the names of committee members in attendance and other participants.

## 5. Staff Liaison Role

The Executive Director/Registrar will appoint a **Staff Liaison** to serve as an ex-officio member of the committee. The Staff Liaison will act as an advocate, administrator, and resource to enable the committee to accomplish its goals in alignment with the NSCSW's pillars, values, and strategic plan.

### Responsibilities of the Staff Liaison:

1. Serve as a bridge between the College and the committee, advising the Chair and committee members.
2. Provide strategic advice and facilitate communication, action, and cooperation to ensure alignment with the College's strategic plan and professional values.
3. Manage meeting logistics, including arrangements for meeting rooms, audio-visual needs, and food and beverage, in accordance with deadlines and budgets.
4. Collaborate with the committee's leadership to implement the College's strategic plan and advance the committee's mission.
5. Attend, support, and participate in key committee meetings, events, and activities.
6. Serve as the central point of contact, coordinating timely communications among committee leaders, members, NSCSW staff, and external entities.

## 6. Meetings

- The committee will meet for **two full-day sessions** to provide direction on drafting instructions and governance updates.
- Additional meetings may be scheduled as needed to ensure the timely completion of objectives.

## 7. Deliverables

The Governance Committee will deliver:

1. Drafting instructions for NSCSW legal counsel to update the College's Regulations and By-laws.
2. Recommendations and guidance for staff to revise the Governance Policy Manual.
3. A report summarizing the committee's work and recommendations to the NSCSW Council.

## 8. Authority

The Governance Committee operates under the authority of the NSCSW Council and is accountable to the Council for fulfilling its mandate.

## 9. Resources and Support

- NSCSW staff will provide administrative and logistical support to the committee.
- External legal counsel will be engaged to assist with drafting and reviewing updates to the Regulations and By-laws.

## 10. Review and Amendments

The Terms of Reference will be reviewed annually or as needed to ensure alignment with the NSCSW's strategic priorities and legislative requirements.

