

Policy Development Review Committee Terms of Reference – Appendix 105A

- Purpose:** The purpose of this Committee is to assist the Chancellor in the development of policy and to assess proposed policies and policy revisions and, once implemented, to monitor their ongoing effectiveness. In addition, this Committee will review draft policy statements to ensure consistency of language and format.
- Accountability:** The Policy Development and Review Committee is a consultative body responsible to the Chancellor.
- Membership:** Members of the Policy Development and Review Committee will be appointed by the Chancellor. The Committee will be comprised of a combination of parish and Pastoral Centre staff having the necessary knowledge and/or experience to offer support and counsel to the Chancellor in accomplishing the stated mission of the Committee.
- When draft policies are being reviewed the author shall be invited to attend all or part of a Committee meeting to address questions or concerns in their sphere of competence or area of responsibility.
- Term:** Members of this Committee are appointed for a three-year term, renewable once. Terms on the committee should be structured so that no more than one third of the membership changes each year
- Review:** A periodic review of the effectiveness and/or ongoing necessity for this committee will be undertaken by the membership.
- Agenda/Minutes:** The agenda will be determined by the Chancellor and material to be considered will be sent to committee members prior to the meeting for their review.
- Meetings:** The Policy Development and Review Committee will be convened on a regular basis at the discretion of the Chancellor