Recruitment & Retention Committee
Terms of Reference

1. Purpose
The purpose of the Committee/What it is established to do

2. Membership
The composition of the Committee, officials and members
- Officials: Chair and Secretary as decided by the Committee
- Members: Directors of the Board may be appointed by the Chair and/or the senior staff person (Executive Director/Coordinator); others as decided by the Committee

3. Meetings
How meetings are conducted; how decisions are made
- Term: How long the Committee will exist
- Frequency: At the call of the Chair
- Quorum: A simple majority of the members of the Committee constitutes a quorum
- Decision Making: Consensus (agreement of most of the participants with minority objections as a result of discussion)

4. Minutes
How the action of the Committee is recorded and distributed
- Recording: Minutes of each meeting are recorded by the Secretary or delegate
- Distribution: Minutes are circulated to Committee members and the Board

5. Reporting/Relationship
How the Committee reports and relates to the Board
- Reporting: The Committee reports to the Board on a quarterly basis
- Relationship: The Committee reports to the Board on matters relating to its purpose and responsibility; Items are brought to the attention of the Committee by the Chair