



SLC GOVERNANCE COMMITTEE GENERAL MEETING REPORT 2018 – 2021

SLC GOVERNANCE COMMITTEE MANDATE: To advise on and assist with the development of governance practices, policies, and regulations for consideration by the SLC Board. The Committee shall annually ensure compliance with the LPC Constitution, LPC Bylaw Commissions, and the SLC Charter.

The Committee shall act in an advisory capacity to the Board and is authorized to investigate and to make recommendations on matters within its approved terms of reference and as mandated from time to time by the board.

GOVERNANCE is defined as how the organization establishes control, direction, authority, and accountability over the affairs of the organization. To that end, the SLC Governance Committee has invested hundreds of hours establishing a strong governance foundation for the SLC. All documents have received approval from the SLC Board. To easily locate these approved documents, the Governance Committee has developed an SLC Governance Manual to guide the work of the Board.

SLC VISION STATEMENT: Senior Liberals are informed, engaged, and contributing members of the Liberal Party of Canada.

SLC MISSION STATEMENT: To inspire older Canadians to participate in the political affairs of Canada and to provide the Liberal Party of Canada with insight and understanding of the interests and needs of Canada's current and future senior citizens.

SLC GUIDING PRINCIPLES OF BOARD GOVERNANCE

The SLC Board believes in the importance of developing guiding principles of governance, which direct the Board toward its preferred future. The Board believes the guiding principles of governance hold the Board accountable in achieving its Vision and Mission and need to be incorporated into the Commission's operations.

Therefore, the Senior Liberals' Commission Guiding Principles of Board Governance ensure that the Board:

- **Articulates and communicates the Vision**, making sure that the Vision is in line with Registered Senior Liberal needs. The board focuses on strategic planning and direction. Through policy, the board defines the parameters within which the organization operates.
- **Focuses on the whole organization**, rather than on particular issues of interest to the Board or individual Board members.
- **Is a corporate body and must work as a whole**. No individual member, including the Co-Chairs, or group of individuals, such as Committees, has the authority to direct the organization or its staff.
- **Speaks with one voice**. Once the Board has approved an action through a motion, it becomes the organization's official policy. All members are bound by it, even if they disagree with it. Board members must not undermine the Co-Chairs or decisions of the Board. The Co-Chairs shall reflect the perspective of the Board.

- **Directs the organization’s work**, by approving policy and monitoring the impact of policy. The Board makes policy in three areas: framework, board self-governance and operations.
- **Is responsible for its own management.** This includes Board recruitment, orientation, agenda development, evaluation, and meeting management.
- **Avoids making professional management and operational decisions**, even though individual Board members may have expertise in specific areas.

SLC GOVERNANCE COMMITTEE SPECIFIC OBJECTIVES 2018 – 2021

1. Develop an SLC Governance Manual

1.1 An SLC Governance Manual was approved by the SLC Board in February 2021. It contains the following Sections:

Section 1: LPC Bylaw 1 and the SLC Charter (2018)

Section 2: SLC Standing Committee Terms of Reference for six Standing Committees: Management Committee, Governance Committee, Communications Committee, Policy Committee, Nomination and Board Development Committee and Appeals Committee.

Section 3: SLC Policy Manual

1.0 Framework Policies:

- 1.1 Vision and Mission Policy
- 1.2 Logo Policy
- 1.3 Guiding Principles Policy
- 1.4 Mandate Policy

2.0 SLC Board Self-Governance Policies:

- 2.1 Policy Development Policy
- 2.2 Board Committees Policy
- 2.3 Code of Conduct Policy
- 2.4 Code of Confidentiality Policy
- 2.5 Board Meetings, Agendas and Minutes Policy
- 2.6 Board Representatives to External Functions and Organizations Policy
- 2.7 Board Governance Manual Policy

3.0 SLC Operational Policies:

- 3.1 Support to Sections Policy

4.0 Exhibits and Protocols:

- 4.1 Planning and Budgeting Protocol
- 4.2 Policy Development Guidelines (Manual)
- 4.3 SLC Organizational Chart within the Liberal Party of Canada
- 4.4 SLC Meeting Agenda Templates
 - 4.4.1 Regular Meeting Agenda Template
 - 4.4.2 General Meeting Agenda Template
 - 4.4.3 Board Orientation Meeting Agenda Templates
- 4.5 Committee Terms of Reference Template
- 4.6 Committee Reporting Template
- 4.7 Performance Expectations for Board Members
- 4.8 SLC Board Member Vacancies Protocol
- 4.9 Nomination and Board Development Committee Protocols
 - 4.9.1 Time and Financial Requirements of Board Membership

- 4.9.2 Orientation of New Board Members
 - 4.9.3 Board Member Recognition
 - 4.9.4 Board Evaluation
 - 4.10 Appeal Protocol
 - 4.11 Comprehensive Planning Template
 - 4.12 SLC Comprehensive Plan (Current)
 - 4.13 Bulletin on Policy Development and Coordination: Roles and Responsibilities and Expectations
2. **Review LPC Constitution, LPC Bylaw 1 (Commissions) and SLC Charter for amendment and compliance.** This was accomplished and amendments to all three documents were proposed. The revised SLC Charter was approved by the SLC Board and subsequently by the LPC National Board in September 2020. LPC Constitution and Bylaw 1 proposed amendments have been submitted to the LPC for action at this LPC General Meeting.
 3. **Develop Committee Terms of Reference for SLC Standing Committees.** Completed.
 4. **Organize a Strategic Planning Session for the SLC.** The SLC Comprehensive Plan for 2018 – 2020 is in Section 4.12 of the SLC Governance Manual. It will be updated by the new Board. This was the first Comprehensive Plan for the SLC, and most Sections developed their own Comprehensive Plans to align with the SLC Plan.
 5. **Review all SLC policies on a two-year cycle.** The review is complete with all policies reflecting current SLC practice. The next review will be in 2023.
 6. **Regularly review and develop new Governance Committee Terms of Reference for 2021 – 2023.** This has been accomplished. We have also reminded each of the Standing Committee Chairs to develop new Terms of Reference for 2021 – 2023.
 7. **Format SLC Policy Committee Guidelines (Manual).** Because this has just been received, the Governance Committee has begun the work and hopes to complete it prior to the SLC GM.

I would like to take this opportunity to thank the SLC Board for wading through and giving approval to all documentation in the SLC Governance Manual. It is expected that there will be significantly fewer governance documents to develop in the next term. This accomplishment was the result of a fabulous team of Committee members to whom I am deeply indebted. We invested our time, energy and shared experience and knowledge in developing the materials and it is our sincere hope that the SLC Governance Manual will be a 'living document' for years to come. Thank you to **Anne Marie Gillis** for your efficiency in taking Governance Committee minutes and for taking the lead on SLC Charter amendments and the formatting of the Governance Manual. Those were huge tasks and you did a stellar job of both. Thank you to **Tom Kendell** for your research and responsibility for the development of various components of the Manual and for challenging us to provide clarity to each of our documents. Thank you also to **Doug Brydges** who attended the majority of our Governance Committee meetings in an ex-officio capacity but accepted responsibility for researching, writing and editing many of our materials. We were a great team and I believe we have developed friendships that will stand the test of time. I wish Ingrid Dandanell all the best as the 2021 – 2023 SLC Governance Chair.

Respectfully submitted,
Dianne King, SLC Governance Chair