



**Manitoba Child Care
Association**

Board Operations & Development Committee

(Board Operations Committee April 20, 2005, Nov 5, 2008, Sept 15, 2010, Feb 7/12; Sept 15/14; Nov 7/16; June 4/18)

(Reviewed by the Board of Directors, Jun/05; Sept/06, June/07, Jan 2/09, Sept 27/10, Jun 11/12, Jun 10/13; Sept 29/14; Aug 31/15; June 13/17; August 27/18)

Committee Mandate: Ensure the association maintains a diverse, well skilled board to carry out its mission.

Duties & Responsibilities:

A. GOVERNANCE

1. Ensure the organization has a process for creating, approving, and reviewing organizational policies.
2. Ensure that the business and affairs of the association are conducted in accordance with the by-laws and board operations manual.
3. Ensure that the by-laws and operations manual reflect appropriate practices and procedures
4. Ensure committees and mandates are in place, and in operation for the following:
 - Personnel Committee
 - Facility sub-committee
 - Other adhoc committees of the Board as required.
5. Ensure that the membership is aware of Board Operations, how access may be gained to the Board, and the election process
6. Submit a report of committee activities and accomplishments by January 15 annually, for the MCCA's annual report

B. Nominations to the Board of Directors:

1. Analyze the knowledge, skills, and abilities needs of the Board of Directors when vacancies arise, and recommend nominees who meet such needs.
2. Encourage the submission of eligible members names for consideration as possible nominees for available board positions.
3. Nominate a full slate of candidates for election to the Board of Directors.

4. Evaluate all applications received against a set of criteria established by the Board Operations and Development Committee and approved by the Board of Directors.
5. Ensure the integrity of the nominating procedure.
6. Present a slate of nominees to the Board of Directors to ensure that the association is governed with excellence and vision.
7. Review nominating policies and procedures and make appropriate recommendations to the MCCA Board of Directors.
8. Recommend new board members for future terms.

Nomination timeline:

Call for Applications: Winter Bridges - October 1
Closing date for applications: January 31
Approval of slate of nominees by Board of Directors: February
Publication of board nominees: Spring Bridges - March 1

In the month of April annually:

Ensure timelines and procedures for the Annual General Meeting are developed
Plan a board orientation for new board members, to be held in June
Review and update the Board Operations Manual
Plan a board strategic planning session every 3rd year, or sooner if required

In the month of September annually:

Review by-laws, amend as necessary for Board approval and present to the membership for ratification at the Annual General Meeting.

Review, and initiate a board recruitment procedure and produce a slate of nominees for Board elections for the Annual General Meeting

Review and update position descriptions for board members

Composition of the Committee

The Director of Board Operations & Development shall chair the committee. The committee shall be comprised of elected board members including the President, Past President, President Elect, and a minimum of one Board Member-at Large. Staff representation to this committee will be the Executive Director of the MCCA.

Time Requirement

For elected positions the time commitment on this committee follows the term in the elected position. The committee will decide how often to meet based on the requirements of the Board and committee. Committee members are expected to have time outside regular meetings for take away tasks, participate in adhoc committees, plan and implement duties to accomplish the committee's mandates.

Accountability

Members of this committee are accountable directly to the MCCA Board.

Operational Policies

1. All members of the Board Operations & Development Committee shall adhere to high standards including confidentiality of committee information, especially in regards to information that is verbally presented or written and is of a sensitive nature and has been deemed to be CONFIDENTIAL.
2. Committee members must be MCCA members in good standing; must sign a Confidentiality Agreement; must attend a majority of meetings of the committee held each year in order to remain eligible to participate.
3. Committee members must bring knowledge, expertise, and awareness of issues specific to this committee, and be non-partisan and objective.
4. Members of this committee must, in the opinion of other committee members and the MCCA Board of Directors, be free of any relationship that would interfere with his or her exercise of independent judgment.
5. A majority of the members of the committee must be present to constitute a quorum.
6. Committee members may be asked to act on activities as referred from the MCCA Board of Directors.
7. Committees will operate in accordance with MCCA's Volunteer Manual.