

# Science Atlantic Ad Hoc Sustainability Committee Terms of Reference

(Approved May 2026)

## Purpose

The purpose of the Ad Hoc Sustainability Committee (the “Committee”) is to develop recommendations for the Board to prioritize and address issues raised at the 2025 Annual Members Meeting (AMM) in a manner that is within Science Atlantic's organizational capacity.

## Committee Responsibilities and Activities

The Committee is responsible for identifying financially sustainable options to deliver core member values within staff and member capacity limits, and for bringing these options to the Board for consideration.

This could include:

- Confirming core member values and priorities.
- Understanding which activities and direct/indirect costs are essential to meeting member priorities.
- Identifying options to achieve financial sustainability.
- Identifying which essential activities will require additional revenue to remain sustainable.
- Aligning member expectations with available staff and member capacity.

## Reporting

- The Committee reports to the Board
- The Committee will bring discussion topics to the Board

## Authority

- The Committee acts in an advisory capacity
- Proposed policies and activities are approved by the Board

## Membership

The Committee will consist of 5-7 members in total, excluding the Executive Director, representing a breadth of governance areas.

- Chaired by the Chair of the Board
- 5-7 other Board members, including some or all of:
  - Treasurer
  - Strategic Planning Chair
  - Membership Chair
  - Fundraising Chair
  - Institutional Representative
  - Division Chair
  - Student Representative
- Executive Director (non-voting)

## Meetings

- Meetings will take place virtually on a monthly basis.
- Meeting agendas will be prepared by the Committee Chair and distributed by Science Atlantic staff; when available, Science Atlantic staff will provide support in preparing agendas.
- Meeting minutes will be prepared by a Science Atlantic staff member and distributed prior to each meeting.
- Meeting agendas, minutes, and resources will be stored in the Committee Google Drive folder.
- Communication between meetings will take place via email using the committee mailing list ([group-ad-hoc@scienceatlantic.ca](mailto:group-ad-hoc@scienceatlantic.ca)).

## Member Commitment

Approximately 3-5 hours per month for a period of 4-6 months.

- Members may be responsible for completing document work between meetings.
- Members are expected to make every effort to attend all meetings.
- Members are expected to review all materials prior to meetings and be prepared to discuss agenda items.
- Members are expected to complete action items before the next meeting.

**Staff Support:** Communications and Project Coordinator

## Review of these Terms of Reference

These Terms of Reference will be reviewed by the Committee as needed. Changes will be brought to the Board for approval.

## Effective Date (date approved by the Board):