

## Science Atlantic Division Chairs Committee Terms of Reference

(approved August 2023)

### Mandate:

The mandate of the Division Chairs Committee (the Committee) is to share best practices and brainstorm potential projects related to the mission and operations of Science Atlantic.

### Purpose:

The purpose of the Committee is to provide a central body for discussions related to the goals and operations of the Division Committees.

### Responsibilities:

The Committee is responsible for advising the Board and Executive Director on matters and policies relating to Division activities, including, but not limited to:

- Conferences
- Student awards
- Teaching and learning topics
- Special projects
- Membership activities

Proposed policies and activities are approved by the Board. Operational recommendations are brought to the Executive Director.

### Reporting:

- The Committee is an Action Committee of the Board.
- The Committee reports its activities to the Board no less than quarterly/semi-annually.

### Membership:

- One Division Representative from the Board who shall act as Chair
- The Chair of each Division Committee

### Commitment:

Approximately 2 hours per two months

- 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.

- Responsibilities outside of meetings include liaising with Division Committees to identify matters for discussion by the Committee and to share information with Division Committee members.

Meetings:

- The Committee meets virtually three to four times a year, and in person at the Annual Members Meeting.
- Meetings are coordinated by the Committee.
- Meeting agenda and minutes will be prepared and distributed by the Committee Chair; when available, Science Atlantic staff will provide support.
- Minutes and meeting materials will be archived by Science Atlantic staff.

Quorum:

Quorum is fifty percent plus one of the members. The chair may count towards quorum.

Review of these Terms of Reference:

These Terms of Reference shall be reviewed by the Committee annually or more frequently as needed. Changes will be brought to the Board for approval.

Effective Date: August 2023

Dates of Review: