



**Signatures:** \_\_\_\_\_  
**SATCC Commission Board Chair**

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**SATCC Commission Board Vice Chair**

**Board Category** Governance – G7  
**and Policy Name:** Board Committees – Structure and Membership

**Approved:** January 23, 2019

**Supersedes:** January 26, 2000; April 6, 2011; February 10, 2016

**Next scheduled review:** November 2021

**Policy** The SATCC Board shall establish standing and ad hoc Board committees. Committee members shall abide by the same conflict of interest guidelines which govern the Board.

**Procedures** The Board shall review its Committee structure and the terms of reference and membership of each committee on a periodic basis.

The Board Chairperson shall consult with members of the Board before recommending the membership of each Committee for Board approval. Each Committee’s Terms of Reference will set out the purpose, responsibilities, membership, meeting requirements and reporting duties.

**Background** *The Apprenticeship and Trade Certification Act, 1999, Section 13(l) states that, “the Commission may establish any committees that the Commission considers necessary to operate and to carry out its responsibilities pursuant to this Act.”*

**Related documents:** *The Apprenticeship and Trade Certification Act, 1999 – section 13(l); section 27; and section 43(1)(g)(h)*

*SATCC Board of Directors Board Charter – Section 7: Committees*

