

Signatures: **SATCC Commission Board
Chair**

**SATCC Commission Board Vice
Chair**

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

Approved: January 29, 2025

Supersedes: January 26, 2000; April 6, 2011; February 10, 2016; January 23, 2019; and April 6, 2022

Next scheduled review: November 2026

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, 2019, Section 16(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 in Aprio: *The Apprenticeship and Trade Certification Act, 2019 – section 16(l); section 29; and section 48(1)(g)(h)*

SATCC Board of Directors Board Charter – Section 7: Committees