



GUIDELINES FOR COMMITTEES

The Chair of the Board is an 'ex-officio' and non-voting member on all Advisory Committees. As well, the Chair will designate a member of the Board to serve in a liaison position for each Advisory Committee. At its planning session shortly after the Annual Meeting, the Board sets its schedule for the year and the assignments of Board members to specific Committees.

The following administrative procedures are designed to assist the work of the committees.

Hotel bookings:

- When meetings are held in Toronto at the RTOERO Office, hotel accommodation will be booked by staff, and members will be provided with a confirmation number from the hotel. If cancelling, Committee members are to inform the hotel directly as soon as possible to avoid hotel cancellation fees, and alert the RTOERO staff member assigned to the committee.

Role of the Committee Chair:

- In consultation with the Senior Management Team member assigned to the Committee, the Committee Chair develops an agenda that will be forwarded to the Committee.
- Items that are received after an agenda has been finalized will be brought to the attention of the Committee Chair who will determine whether the item will be placed on the current or a subsequent agenda.

Role of the supporting staff:

- A member of the RTOERO staff is assigned to each committee and is responsible for:
 - Preparing all documentation (notices, agenda, notes, reports, and correspondence) on behalf of the Committee and maintaining appropriate files and documentation.
 - Taking notes of meetings and drafting Topics for Sharing.
 - Forwarding electronic agenda packages with links to all support materials to the committee in advance of the committee meetings. This enables all committee members to fulfil their role in a paperless fashion.
 - Along with the Chair, preparing and forwarding the committee report to the Board, the Annual Meeting and/or Forum.