



## BOMA BC Committee Guidelines

### Role and Function of Committees

BOMA BC has committees to help it reach its goals and mandates, which include better serving its members. Volunteers must share a commitment to accomplish these goals using the committee process. Below is a guideline to the formation, responsibilities, as well as the structure of a well-functioning committee.

### Committee Formation

- Committee members must be an employee of a current BOMA BC member company. When special expertise is required, non-members may be appointed but without voting privileges.
- If more than one person is on a waitlist to join a committee, priority is given to:
  - Members with skills and/or experience directly related to the committee.
  - Members who are not currently participating on any BOMA BC committees.
  - Members who have never participated on a BOMA BC committee.

*Our goal is to involve as many BOMA members as possible in the association.*
- The committee should have no more than 12 members. This number would vary depending on the needs of each committee.
- The committee will appoint a Chair and secretary (ideally BOMA staff) to take minutes, and may appoint a Vice Chair as needed.
- The members will be appointed at the discretion of BOMA BC. The Chair will be determined by the committee members through an anonymous vote, annually. Members will serve for a minimum of 1 year, and reapply every year to continue on the committee, allowing other members to participate.
- A member of the Board of Directors will be assigned as the Accountable Director. Board members are not mandated to be at the meetings, but are required to report back to the Board on a regular basis to provide updates, get feedback, and obtain necessary approval.
- In the event that a committee member has engaged in an unacceptable behaviour, removal of that member may occur at the discretion of BOMA staff.
- Committee members must attend at least 50% of the committee meetings. Frequent absenteeism from committee meetings will be assumed as resignation from the committee.
- A member will be permitted to serve simultaneously on more than one committee.

### Chair/Vice Chair Responsibilities

- Develop relevant and productive agendas in consultation with the committee.
- Listen and facilitate; manage difficult people, complicated issues, and time.
- Ensure that the committee stays focussed on the meeting objectives.
- Make sure that all are heard from on major issues.
- Build a consensus on the topics.
- Provide reports and offer helpful information (without dominating the discussions).
- Ensure that workload is delegated fairly amongst the members.

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### **Secretary Responsibilities**

- Take minutes of each meeting which include: date, place, name of Chair member(s), members present and absent, and any other key people in attendance.
- Minute content should contain: all formal motions, decisions reached, and follow-up actions along with deadlines for implementation.
- Minutes should be sent out between 15 to 30 days after the meeting, depending on the needs of the committee.

### **Member Responsibilities**

- Understand the committee's mandate and action plan, and stay focussed.
- Review all relevant material before committee meetings.
- Attend all committee meetings and contribute by participation.
- Pay attention to events and activities that affect or are affected by the committee's work.
- Support the efforts of the committee Chair, and carry out individual assignments.
- Catch up if you miss all or part of a meeting.
- Respect others opinions and allow everyone to speak.

### **BOMA Staff Responsibilities**

- Select meeting dates in consultation with the Chair.
- Send out meeting invites no less than 14 days and no more than 30 days prior to the meeting.
- Send communications to the general membership.
- Organize meeting space.
- General financial oversight and planning for required expenses.
- Support the Accountable Director with all Board updates and approvals.
- Ensure proper records are kept.

### **Responsibilities of All**

- Act accordingly and respect other's opinions and ideas.
- Not to be disruptive (eg. side conversations).

### **Annual Voting of Chair/Vice Chair**

1. BOMA representative will request committee members to submit their expression of interest in the position by email.
2. BOMA representative sends list of nominees to committee members.
3. Members will vote anonymously via email to the BOMA representative.
4. The ideal candidate will be selected by majority vote.
5. BOMA representative will let the committee know who was voted as Chair.

*\* All committee processes and governance are subject to change at the discretion of BOMA BC.*