



Screening Committee

Term of Reference

Committee Type:	Board Committee
Purpose:	The purpose of the Screening Committee is to act independently of the Board and implement the screening policies of the Association.
Timeline:	As a Standing Committee of the Board, there is no limit to its existence.
Composition:	The Committee shall be composed of a minimum of one person, who will be deemed the Committee Chair. Ideally there will be three members, two members plus the Chair.
Term:	Two year terms, with no maximum number of terms. The committee term shall be from August 1 to July 31. <i>As a transition, if the Board appoints more than one committee member, the Board will ensure at least one member gets a one-year term to stagger term lengths.</i>
Committee positions:	The committee position(s) are appointed by the Board, through an open Expression of Interest process.
Skills Sets	All committee members must display they possess the required skills, knowledge and abilities to accurately review screening documents and render decisions under the policy.
Chairperson:	The Chairperson shall be appointed by the Board from one of the appointed members.
Quorum:	Shall all currently appointed members of the committee members be present
Decision Making Progress:	Decisions or recommendations from the committee shall be made by majority vote.
Authority Delegated:	The Committee shall have the authority to implement the AKBA Screening Policy. The committee also will annually review the Associations Screening Policy and make recommendations to the Board for necessary changes to said policy.
Reporting:	The Committee is independent of the Board and will only be required to provide reports to the Board when making proposed policy change recommendations.

Meetings:	The Committee will meet as required, and shall when possible meet virtually.
Minutes & Record Keeping	The Committee will not keep minutes of meetings, but shall keep detailed and accurate records of decisions, and records as per the AKBA Screening Policy.
Specific Areas of Responsibility:	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> ● Implement the AKBA Screening Policy ● Decide on who can and cannot participate in identified positions (paid or volunteer) following the requirements in the AKBA Screening Policy. ● Be accountable for the tracking and record keeping of all screening related documents and decisions as outlined in the policy. ● Annual review of the Associations Screening Policy and recommend changes as required to the Board

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