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**Standing Committee Establishment Policy**

**1. Committee Establishment**

 (1) In accordance with Section 5 of CDCF Bylaw No. 1 as may be amended or replaced from time to time, the following Standing Committees are hereby established:

1. Executive Committee
2. Governance Committee
3. Fund Development and Promotions Committee
4. Grant Making Committee
5. Human Resources Committee
6. Nominating Committee
7. Finance Committee

 (2) A Standing Committee shall be considered active upon adoption of the Terms of Reference for that Committee.

**2. Committee Terms of Reference**

1. The Terms of Reference for each of the Committees shall be set by the Board and may include, but not be limited to, the following:
2. mandate
3. function and responsibilities
4. membership
5. member terms of office
6. quorum
7. The Board will strive to review the Terms of Reference for each Committee at least once every two years.

**3. Decision Process**

1. Standing Committees shall conduct their business in a consensus-building format.
2. If necessary, the Chair may call a vote of the Committee members.
3. In the event of a tie vote, the matter being voted upon shall be referred to the Board for a final decision.

**4. Policy Review**

 This Policy shall be reviewed every three years.

**Adopted by the CDCF Board:** January 14, 2014

**Last Review Date:**