

STEERING COMMITTEE TERMS OF REFERENCE

1.0 PURPOSE

The Steering Committee guides Action Hepatitis Canada's (AHC) activities in support of realizing its mission, vision and mandate. Specifically, the Steering Committee:

- Monitors issues related to hepatitis B and C research, prevention, treatment and support in Canada
- Consistent with strategic priorities, establishes and executes an annual work-plan
- Through partnership and awareness activities, informs public policy development on hepatitis B and C in Canada
- Oversees projects undertaken in support of AHC's mission, vision and mandate, as required
- Liaises with the Secretariat organization to ensure integrity in organizational operations

Action Hepatitis Canada believes in the greater involvement of people with lived experience with hepatitis B or C in the design and delivery of services they need, including involvement at every level of decision-making in organizations which provide hepatitis B and/or hepatitis C services. AHC supports and encourages member groups to adopt these principles as well.

2.0 STRUCTURE

The Steering Committee is composed of 8-12 representatives from AHC member organizations (see 3.0, below). Steering Committee members are selected at the AGM for staggered, 2-year renewable terms.

After each Annual General Meeting (AGM), members of the Steering Committee elect a Chair and Vice-Chair, as well as an Executive Committee. The Executive Committee is responsible for setting monthly meeting agendas, liaising with the Secretariat, communicating with the Steering Committee on issues that arise between meetings, and conducting the business of AHC on the Steering Committee's authority between meetings.

Should a vacancy open up on the Executive Committee between AGMs, the Steering Committee may choose to elect a new Executive Committee member from the current Steering Committee at any subsequent Steering Committee meeting where there is a quorum.

The Steering Committee is composed of representatives from national, provincial/territorial and local-level member organizations with a hepatitis B and/or hepatitis C mandate (for membership criteria, see the AHC Membership Terms of Reference).

3.0 SELECTION PROCESS

Steering Committee members are elected by the membership at the AGM. At a date not less than two (2) months prior to the expected date of the AGM, the Steering Committee will identify the number of anticipated vacancies in the Steering Committee.

Prior to each AGM, Steering Committee members will be contacted to determine if they have the desire and capacity to continue their role on the Steering Committee for another year and to let their names stand again.

The Steering Committee will engage with member organizations on an ongoing basis to solicit the interest of potential new Steering Committee members.

Steering Committee members are encouraged to actively recruit potential members for the AHC Steering Committee. Should there be vacancies, those recruited will have to be representatives from AHC member organizations, and must have approval to act on behalf of their organization.

After the AGM, the Steering Committee membership list will be communicated to the general membership.

If a Steering Committee vacancy occurs prior to the AGM and the Steering Committee membership falls below 8 members, the Executive Committee will call an election to fill some or all of those vacancies. If a Steering Committee vacancy opens up prior to the AGM and the number of Steering Committee members is between 8 and 12, the Steering Committee may choose, at their discretion, to call an election to fill the vacancy.

4.0 MEETINGS, DECISION-MAKING AND QUORUM

The Steering Committee meetings will be held monthly, and will be convened by the Executive Committee, in conjunction with the Secretariat. The Secretariat is responsible for minute taking and disseminating meeting materials (including but not limited to meeting agendas, minutes, information and correspondence) to the Steering Committee (as per Memoranda of Understanding with the Secretariat and AHC).

The Steering Committee will work to achieve consensus on all issues under discussion. When consensus cannot be reached, decisions will be made by a majority-plus-one vote.

Quorum for Steering Committee meetings is 2/3 of Steering Committee membership.

5.0 MEMBERSHIP RELATIONS

As outlined in the AHC Membership Terms of Reference, organization members support the work of AHC and, by extension, the Steering Committee as stewards of AHC's mandate. This support is outlined in the Memoranda of Understanding.

Annually, the Steering Committee provides AHC organization members with a report on activities undertaken and/or completed in the previous year, as well as the new projected annual work plan.

The Steering Committee will communicate and engage with the organization's members, and keep them informed of advocacy campaigns as they are happening.

6.0 STEERING COMMITTEE MEMBER RESPONSIBILITIES

The Steering Committee requires a minimum monthly time commitment of 1.5 hours for teleconference meetings, and at least 1 face-to-face meeting each year, which may require travel outside of the member's region (with all related expenses paid for by AHC (see AHC Travel Policy)). In addition, Steering Committee members are responsible for providing timely input on advocacy activities, policies, and matters of governance. As the AHC relies on ongoing collaborative engagement on activities that are often time-sensitive, members should ensure that their member organization approves and endorses this time commitment prior to accepting a position on the Steering Committee.

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