



## TERMS OF REFERENCE

### 1. Purpose

The Type Evaluation Committee is responsible for assisting the CGS Board of Directors and Secretary Manager with the oversight of the CGS Type Evaluation Programs. They are responsible for a minimum annual review of the CGS Type Evaluation Manual, training material, rules, and all associated documents. Following this review, the committee will make recommendations to the BOD for changes to CGS programs/documents.

### 2. Membership

- The Liaison will be appointed by the Board and will be a Board member. The Liaison will select the committee members from the applications received, and the committee will then elect its Chair from within its members.
- The committee will ideally be made up of 3 -5 members, with additional members being added as required. Members must currently or previously have been trained and employed as a CGS Classifier or a CGS licensed Advanced Judge. Ex-officio members may include Chairs of any of the other CGS committees, CGS Secretary Manager, and CGS President as, and when needed by the committee to conduct it's business. Members will preferably represent at least 2 different Districts (1 from District 1, 2 or 3, and 1 from District 4, 5 or 6).

### 3. Meetings

- Term: Standing Committee, with an annual review of membership and TOR.
- Frequency: At least once annually in advance of the AGM, other meetings up to the discretion of the chair.
- Quorum: A simple majority of the members of the Committee constitutes a quorum.
- Decision Making: Consensus (agreement of most of the participants with minority objections as a result of discussion). The Liaison of the Committee shall also have a vote at the Committee level.
- By participating on the Committee, the committee member agrees to respect the confidentiality of information of a personal nature as well as the evaluations of the programs, practices, policies, and subsequent recommendations that come from such reviews. Any and all recommendations remain confidential until approved by the CGS Board Of Directors and published.

#### 4. Minutes

- Recording: Minutes of each meeting are recorded by a committee member identified at the beginning of each meeting.
- Distribution: Minutes are circulated to Committee members. "To further protect the privacy of the proceedings of a committee, its minutes are open to no one except members of the committee unless its minutes are ordered to be produced by the entity that established the committee". (American Institute of Parliamentarians Standard Code of Parliamentary Procedure, 2012, p.193)

#### 5. Reporting/Relationship

- Reporting: The Committee reports to the Board on a quarterly basis . A written report will be presented at the AGM, and submitted to the S/M for publication 45 days in advance of the date of the AGM If no recommended changes have taken place, a nil report will still be required.
- Relationship: The Committee reports to the Board on the work being conducted and may contain recommendations for changes to any of the programs, policies or documents for which they are responsible.