

## Agenda Subcommittee of the Board Terms of Reference D-04

LONG TITLE	Agenda Subcommittee of the Board Terms of Reference	DATE OF ENACTMENT	12 April 2022
		LAST AMENDED	
REFERENCE No.	D-04	NEXT REVIEW	01 May 2024
CATEGORY	Directors	COMPETENT CHAMBER	CUSA Board

### 1. Objective

Responsible for review for completeness, and distribution of the CUSA Board meeting agenda.

### 2. Membership

The Committee shall be comprised of:

- a. Deputy Chair of the CUSA Board (Chair of this Subcommittee)
- b. CUSA Board Chair
- c. One (1) CUSA Board Directors
- d. Director of Student Student Development (non-voting resource)
- e. Executive Director (non-voting resource)
- f. President/CEO (non-voting resource)

Any voting member of the CUSA Board may attend any Agenda subcommittee meeting as a non-voting resource member.

### 3. Chairperson

The Chairperson of the subcommittee will be the Deputy Chairperson of the CUSA Board.

### 4. General Duties

The committee shall be responsible for the following:

- a. Reviewing the agenda and all supporting documents for completeness
- b. Ensure that any additional resources or special arrangements are available for the CUSA Board meetings
- c. Ensure orderly intake and prioritization of agenda items from other subcommittees of the CUSA Board as well as any ad-hoc, disciplinary, or joint committees of the Board or any recommendations from CUSA Council or its sub-entities.

### 5. Meeting frequency

The subcommittee will meet before each duly called CUSA Board meeting as outlined in the Board Legislative Calendar. The subcommittee can also meet on an ad-hoc basis as time sensitive matters arise.