

## 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	09 April 2026
REFERENCE No.	D-04	NEXT REVIEW	01 October 2025
CATEGORY	Directors	COMPETENT CHAMBER	CUSA Board

### GENERAL

#### Objective

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

### MEMBERSHIP

- 2** The Committee shall be comprised of:
- a. Vice-Chair of the CUSA Board (Chair of this Subcommittee)
  - b. CUSA Board Chair
  - c. One (1) CUSA Board Director
  - d. Director of Student Student Development (non-voting resource)
  - e. Governance Manager (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.

#### Chairperson

**3** The Chairperson of the subcommittee will be the Vice-Chairperson of the CUSA Board.

### OPERATIONS

#### General Duties

- 4** 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 with reasonable notice and in accordance with the organizational bylaws.
  - 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.

#### Meeting frequency

**5** 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.