



Terms of Reference

SCREENING COMMITTEE

Standing Committee

Purpose

The Screening Committee (Committee) is responsible for reviewing all documents submitted and, based on the review, making decisions regarding the appropriateness of individuals filling positions within the OCF.

The Committee is subject to the requirements of OCF's by-laws and policies.

Responsibilities

- responsible for reviewing all positive PIC-VSC and Screening Disclosure Forms
- making decisions regarding the appropriateness of individuals filling positions within the OCF
- As required, consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists or any other person in order to make decisions regarding the appropriateness of individuals filling positions within the OCF.

Authority

The Committee makes recommendations to the Board and adjudicates the qualifications of all individuals whose position with the OCF is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Participants.

Composition

The Committee consists of:

- A minimum of three and maximum of five members including the Committee Chair
- One (1) Board appointed Director (Chair)
- Two (2) individuals who possess the requisite skills, knowledge and abilities to accurately screen documents and render decisions under the Screening Policy.

Term

The committee's term will end annually upon conclusion of the AGM.

Meetings

The Committee will meet by videoconference call as needed, with a minimum of one (1) meeting per calendar month. Meetings will be called by the Chair.

Meeting agendas will be set and sent at least four (4) days prior to the meeting. Minutes of the meeting will be kept and distributed to the committee members within two (2) days of the meeting.

Reporting

The Chair will provide a written report to the full Board of Directors on the work of the Committee at each Board of Directors meeting or within two (2) weeks of the Committee meeting if urgent.

Resources & Budget

As identified in the budget approved annually by the Board. Executive and staff support to be designated by the President and Executive Director.

Deliverables

1. Provide recommendations to the Board for modifications, if any, to the Committee Terms of Reference for the following term.
2. Conduct the transition meeting with the incoming Screening Committee.

Review

The Committee's Terms of Reference will be reviewed and amended by the President and/or Board of Directors annually or as needed and approved by the Board of Directors.