

TRANSFER COMMITTEE TERMS OF REFERENCE

	TRANSFER COMMITTEE (formerly the Board of Reference – Transfer)
Mandate	The Transfer Committee is a standing committee of the Board of the HP Conference. It is responsible for interpreting the transfer policy.
Key Duties	The Committee will perform the following key duties: <ul style="list-style-type: none"> ● Empowered to interpret the OFSAA Transfer Policy ● Enforce the Transfer Policy ● Make decisions related to the Transfer Policy
Authority	The Committee will exercise its authority in accordance with the By-laws and such additional provisions as are set out in this Terms of Reference and will do so without interference from the Board. The Committee, with approval from the Board, may establish sub-committees or Task Forces to deal with specific issues in relation to the mandate of the Committee.
Composition	The Committee shall consist of minimum of three (3) people, one of whom is to be an administrator, as selected by the Board. The Board may select the Chair of the Committee or may permit the Committee to select its own Chair. Members of the Committee will serve terms of three (3) years, which may be renewed by the Board.
Meetings	The Committee will meet by telephone or in person, as required. Meetings will be at the call of the Chair.
Resources	The Committee will receive the necessary resources from the Board to fulfill its mandate. The Committee may, from time to time, receive administrative support from the Board.
Reporting	As a standing committee of the HP Conference, the Committee operates independently of management and the Board. Status reports at a meeting of the Board, or full reports at a meeting of the Members, shall be presented by the Chair.
Approval and Review	The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.
Other	