



BOARD POLICY #001: COMMITTEES

INTRODUCTION

In accordance with the BC Cooperatives Act and the BC Craft Farmers Co-Op (BCCFC) Rules, the elected Board may establish Director and Working Committees to support their work.

BCCFC Rules require the elected Directors to appoint four working committees focused on investment, membership, quality standards and medical access. By resolution, Directors may appoint other committees as needed.

Any committee, in the exercise of the powers delegated to it, must conform to any terms of reference approved by the Directors. The Board may vary, add to or limit the terms of reference of any committee. All Committees strive to make decisions by consensus.

If the Board provide a Director’s Committee with authority to exercise power under the Act, the Committee must report every act in the exercise of those powers to the first meeting of the Board after the action.

DIRECTOR COMMITTEES

EXECUTIVE COMMITTEE - TERMS of REFERENCE

MEMBERS	President, Vice-President, Founding Director
SCOPE	Government Relations; Human Resources; Dispute Resolution; Insurance; Committee Chairs
LIMITATIONS	No budget authority above \$5,000; Decision-making to be recorded and reported to Board
OTHER FEATURES	Invite other directors, officers and external experts to participate as required; non-Directors require NDA
FREQUENCY	As Needed; In-Camera

FINANCE and GOVERNANCE COMMITTEE – TERMS of REFERENCE

MEMBERS	President, Vice-President, Treasurer, Secretary
SCOPE	Budget; Financial Services; Account and Contract Management; Governance; Operations; IT; Insurance
LIMITATIONS	No decision making authority; Treasurer to report to Directors at Board meetings
OTHER FEATURES	Invite other directors and external experts to participate as required; Liaison with Membership Services Contractor
FREQUENCY	As Needed; In-Camera



WORKING COMMITTEES

In accordance with the BCCFC Rules, the BCCFC Directors will establish four Working Committees. These Committees will be consultative and have no decision-making or budget authority.

INVESTMENT – TERMS of REFERENCE

CHAIR	Elected BCCFC Director appointed by Board
MEMBERS	BCCFC Directors, Treasurer, Members and Supporters approved by Board; Legal/Professional services as needed
SCOPE	Develop investment priorities; Manage distribution of Class A shares; Maintain compliance; Municipal, agricultural and real estate investment; Market opportunities; Collaboration with financial institutions
LIMITATIONS	No decision making authority; Committee Chair recommends Committee members to Executive Committee for approval; report to Directors at Board meetings; Liaison with Finance and Governance Committee
OTHER FEATURES	Invite external experts to participate as required; non-directors require NDA; Establish a Real-Estate Sub-Committee to be Co-Chaired by BCCFC Director to facilitate a template for agriculture land collaborations.
FREQUENCY	As needed; In-Camera

MEMBERSHIP – TERMS of REFERENCE

CHAIR	Elected BCCFC Director appointed by Board
MEMBERS	BCCFC Directors; Secretary; BCCFC members and supporters approved by Board; Supported by Contractors
MANDATE	Establish a code of conduct and transparent process for membership review, elections, access to information and governance; Create pathways to facilitate the participation of consumers and vendors in the co-op.
SCOPE	Membership targets; Recruitment/Retention; Application process; Special Events; Member Services; AGM; List Management; Consumer Club; Partnership development with vendors and Associations
LIMITATIONS	No decision making authority; Committee Chair to report to Directors at Board meetings; Committee Chair recommends Committee members to Executive Committee for approval
OTHER FEATURES	Establish Retail Sub-Committee to be Co-Chaired by BCCFC Retail Director to facilitate Consumer Club
FREQUENCY	Once/month In-Camera; Retail sub-committee once/month



QUALITY STANDARDS – TERMS of REFERENCE

CHAIR	Elected BCCFC Director appointed by Board
MEMBERS	BCCFC Directors, Officers, Members and Supporters; Supported by Contractors
MANDATE	Establish globally recognized standards for the production and processing of craft cannabis and safe management of plant genetics.
SCOPE	Production Practices; BC Certification; Member Transition; Packaging and Labelling; Central Purchasing; Workplace Safety Member/Supporter Engagement; QA and testing liaison; Research; <i>Cannabis Act</i> compliance
LIMITATIONS	No decision making authority; Committee Chair to report to Directors at Board meetings; Committee Chair recommends Committee members to Executive Committee for approval
OTHER FEATURES	Invite other directors and external experts to participate as required; non-directors require NDA; Establish Quality Assurance Sub-Committee to be Co-Chaired by BCCFC Director to facilitate technical policy development
FREQUENCY	Once/month; In-Camera; QA sub-committee once/month

PUBLIC AFFAIRS and MEDICAL ACCESS – TERMS of REFERENCE

CHAIR	Elected BCCFC Director appointed by Board
MEMBERS	BCCFC Directors, Secretary, Members and Supporters approved by the Board; Supported by Contractors
MANDATE	Achieve BCCFC Mission to transition BC craft farmers to legal market; Collaborate with medical consumers, producers and health advocates re: cannabis access for medical patients.
SCOPE	Policy Development; Advocacy; Media; MP/MLA outreach; Communications; Stakeholder Engagement; Indigenous Engagement; Liaison with business/community associations; Outreach to farmers across Canada; health partnerships
LIMITATIONS	No decision making authority; Secretary to report to Directors at Board meetings; Liaise with Quality and Membership Committee; Committee Chair recommends Committee members to Executive Committee for approval
OTHER FEATURES	Invite external experts to participate; non-directors require NDA; Establish Medical Access Sub-Committee to be Co-Chaired by BCCFC Director
FREQUENCY	Once/month In-Camera; Sub-committee meets as required

Date: January 1, 2021