Canadian Chapter International Erosion Control Association

Stream Protection Committee

Terms of Reference

AUTHORITY and PURPOSE

The Stream Protection Committee derives its authority from and is accountable to the Board of Directors.

The purpose of this Committee is:

- to regularly report to the Board on the activities under its purview;
- to monitor, review and make recommendations within the committee itself regarding the activities under its purview.

The Committee and its members shall be governed by and work within the Chapter's Bylaws, and any and all policies and procedures as may be established from time to time.

COMPOSITION

This Committee shall consist of:

1. a Committee Chair, appointed by the Board for a one year term
2. at least one (1) additional Board member appointed by the Board
3. minimum five, maximum ten additional committee members
4. one student member volunteer
5. Efforts should be made by the Committee to be inclusive of the diversity and range of expertise and experience of our members and to address the overall needs of this sector.

All committee members must be an active IECA member

OPERATING YEAR, MEETINGS, PLANNING

The committee's operating year shall be that period between annual general meetings of the Council.
The committee shall meet at least four (4) times annually during their operating year. These meetings may be in person or by conference call.

Each meeting shall function with an agenda and supporting documentation, which shall be distributed to committee members sufficiently in advance. Minutes shall be prepared and distributed no later than fourteen (14) days after each meeting.

The committee shall prepare for submission to the Board an annual operational program and budget, detailing the activities for the year together with objectives, time lines and estimated budget. The Committee shall prepare a written report to the Board on its activities and submit it prior to each Board meeting or as requested.