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National Committee Operations

Policy Statement

The purpose of this policy is to improve the productivity and functionality of all National Committees, by clearly establishing the mandate, objectives, composition, roles and responsibilities of each, and to clarify the process that must be followed in the creation of a committee and the appointment of its chair and members.

The National Board shall create committees as required to support the work of the association. Committees shall be either:

- Standing – A permanent committee with a continued existence, formed to do its assigned work on an ongoing basis.
- Ad hoc – A committee formed for a specific task or objective, and dissolved after the completion of the task or achievement of the objective.

All National Committees are reaffirmed on an annual basis by the National Board upon recommendation by the National President.

All Committee Chairs shall be CANASA members in good standing and shall be appointed on an annual basis by the National Board upon recommendation by the National President with the exclusion of the CASC Council.

Non-members may serve on CANASA committees at the discretion of the Committee Chair.

The reporting structure for all committees allows the submission of quarterly reports for review and consideration at any National Board meeting. During interim periods, Committee Chairs may escalate any matter via the Executive Director.

Committee operating budgets are incorporated into CANASA's consolidated budget and pre-approved by the National Board on an annual basis. Committees are encouraged to estimate and detail expenses for their activities in an annual business plan, which must be submitted prior to August 31st of each year.

1. Audit Committee

- Committee Type:** Standing
- Chair:** Any CANASA member in good standing
- Members:** At least one representative from the National Board, and one member at large as selected by the committee chair. At least one representative shall hold a recognized accounting designation. All members should be independent, subject to exceptions as approved by the National Board.
- Term:** Each committee member shall serve one term of three years and a maximum of one term in any given position on the committee.
- CANASA Staff Liaison:** Executive Director, Finance Manager
- Frequency of Meetings:** At least twice annually with the external auditors and at least one in-camera meeting without the external auditors and staff representatives.

More information:

Purpose/Mandate

The Audit Committee shall liaise with the external auditor and to review related internal processes and financial results.

Scope

- To review the effectiveness of the organization's internal financial control and risk management system.
- To review the independent audit process.
- To recommend the appointment and assessment of the performance of the auditor.
- To review the organization's process for monitoring compliance with laws and regulations affecting financial reporting.
- To review the organization's Fraud Prevention Policy.
- To review any other matters as defined in the By-laws.

Responsibilities

Audit Committee

- The Auditor is accountable to the National Board and the Audit Committee. The committee is responsible for overseeing the work of the Auditor. Any additional services provided by the Auditor must be approved by the Audit Committee.
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- At least every 6 years, three quotes (can include the incumbent Auditor) for Auditing services must be obtained by the Audit Committee and considered for the following year's audit. This process will be implemented in 2013 after the audit has been completed. The committee will review submissions and make a recommendation to the Board and subsequently Membership at the AGM.
- Provide regular progress reports to the National Board.
- Investigate any financial matter, activity, or report. The Audit Committee will have access to the organization's external professionals to render advice and counsel (budget approval by Board required).
- Review the scope of the Auditor's annual audit, including major risk factors. Confirm that no limitations have been placed on the scope or nature of the audit procedure.
- Ensure audit scope includes a formal written statement that:
 - Explains all relationships between the Auditor, the organization, and CANASA staff.
 - Confirms they concur with any audit adjustments
 - Provides their judgment about the quality of the accounting principles and procedures, including internal controls, in place.
- Review the results of the audit of the financial statements and any changes to accounting principles in the year with the Auditor and Executive Director.
- Ensure the Auditor was provided access to all requested records, data, and information during their audit. Review any significant changes to the audit plan and any serious difficulties encountered during the audit.
- Review and approve annually-set material dollar amount prior to the audit.
- The minutes of the first annual committee meeting/call will disclose the committee's composition, relevant education and experience, non-CANASA business relationships (amongst committee members, Auditor, Executive Director, Finance Manager), and the policies and procedures for audit fees and non-audit services.

Executive Director and Staff

- Any processes and accounting policies that impact financial statements must be disclosed and approved by the Audit Committee prior to the change being made, based on the annually set and agreed upon material dollar amount recommended by the Auditor and approved by the Audit Committee.
- Discuss with the Audit Committee the quality of the organization's financial and accounting personnel, as well as the Auditor's responsiveness.
- Review "whistle blowing" procedures for the confidential, anonymous submission by employees of the Association regarding questionable accounting or auditing matters. Review any financial concerns that might have been received, current status and resolution if one has been reached.

National Board

- Receive regular progress reports from the Audit Committee.
 - On behalf of CANASA, the National President shall annually execute the Auditor's "Letter of Engagement".
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- The Board must approve the annual audited financial statements and review interim financial statements on a quarterly basis. The President and the Treasurer shall sign the audited Financial Statements once approved by the National Board of Directors

Reporting

- The committee must review and approve the financial statements for accuracy, including the Auditor's notes.
 - The committee and Auditor must review and approve any publication of the financial statements for accuracy prior to distribution to members e.g. Annual Report, AGM Handout
 - The committee must ensure that procedures are in place for the public disclosure of financial results to the members.
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2. By-Law and Policy Committee

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| Committee Type: | Standing |
| Chair: | Any CANASA member in good standing |
| Committee Members: | Unrestricted |
| CANASA Staff Liaison: | Executive Director, Board & Council Liaison |
| Frequency of Meetings: | Quarterly or more if required |
| More information: | National By-law, Canada Not-for-profit Corporation Act |

Purpose/Mandate

The By-Law and Policy Committee shall govern CANASA's National By-law and policies to ensure they are accurate and effective, and in alignment with the Canada Not-for-profit Corporations Act.

Responsibilities

The responsibilities of the By-Law and Policy Committee may include:

- To review, evaluate, and recommend changes to the by-law and policies as required to support the work of the organization and to ensure compliance with applicable legislation.
 - To research, develop and recommend new policies as requested by the National Board.
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3. Canadian Accredited Security Contractor (CASC) Governing Body

Committee Type: Standing

Chair: Appointed by the National President

Committee Members: No less than seven and no more than 15 members. At all times the composition of the Committee shall have the following maximum representation: One Committee Chair; One National Board Representative. In cases where the Chair does not sit on the National Board of Directors, the National Board of Directors shall appoint a representative to serve as representative; Up to two members shall represent stakeholders interest groups (such as Crime Stoppers, Crime Prevention Groups); Up to three members shall represent fire and law enforcement agencies (such as Police Chief, alarm coordinators, police board representatives); Up to four senior representatives of accredited companies (Owner, principal, senior leadership); Up to two representatives from government or government agencies (such as Ministry of Justice, Registrar); Up to two public representatives (such as home owners association, property managers). Each Committee member shall represent only one group. Change in employment shall not affect Committee members once appointed and they shall remain in their position until the end of their term.

CANASA Staff Liaison: Executive Director, Director, Marketing & Membership Services

Frequency of Meetings: Quarterly or more as required

More information: CASC Constitution

Purpose/Mandate

The CASC Governing Body shall provide a program based upon best practices and a code of ethics that quantifies, tracks, arbitrates and rewards members through accreditation. The Governing Body shall be responsible for all aspects of the program including strategic direction, finance and appeals.

Responsibilities

- To actively endorse and promote the CASC program to government officials, the general public, industry and non-industry professionals where possible
 - To set the policy and philosophy of the CASC program
 - To approve the criteria of the CASC program and its standards
 - To review the mission and vision statements periodically to evaluate whether changes and/or deletions and/or additions are necessary in light of economic, political or market changes
 - To assume fiduciary responsibility for the CASC program and to prepare/submit for approval an annual budget
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CANASA Policies

- To evaluate the performance of the CASC Council quarterly and to recommend changes, if necessary
- To evaluate the Governing Body's own performance quarterly and to recommend changes, if necessary
- To evaluate and make decisions on appeals of decisions made by the CASC Council
- To actively maintain the integrity of CASC program at all times

4. Canadian Accredited Security Contractor (CASC) Council

Committee Type: Standing

Chair: Appointed by majority vote of Council members

Committee Members: No less than seven and no more than 15 members. At all times the composition of the CASC Council shall have the following maximum representation: Two appointed representatives from the CASC Standing Committee which cannot be the CASC Committee Chair or National Board representative; Up to two members shall represent stakeholder interest groups (such as Crime Stoppers, Crime Prevention Groups); Up to three members shall represent fire and law enforcement agencies (such as Police Chief, alarm coordinators, police board representatives); Up to four representatives of accredited companies (Owner, principal, senior leadership); Up to two representatives from government or government agencies (such as Ministry of Justice, Registrar); Up to two public representatives (such as home owners association, property managers); Each Council member shall represent only one group. Change in employment shall not affect Council members once appointed and they shall remain in their position until the end of their term.

CANASA Staff Liaison: Executive Director, Director, Marketing & Membership Services

Frequency of Meetings: Six times annually or more if required

More information: CASC Constitution

Purpose/Mandate

The Council shall supervise the affairs of the CASC Program. The Council will report to the CASC Governing Body and will develop strategic goals, criteria and standards of the program.

Responsibilities

The responsibilities of the CASC Council may include:

- To actively endorse and promote the CASC program to government officials, the general public, industry and non-industry professionals through information sessions
 - To develop strategic goals for CASC program
 - To review and make decisions based upon information received from the audit subcontractor(s)
 - To develop an escalation process for issues which may arise from time to time
 - To review criteria periodically to evaluate whether changes and/or deletions and/or additions are necessary in light of economic, political or market changes
 - To ensure revenues and expenditures meet annual budget targets
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CANASA Policies

- To report on the status of the CASC program to the CASC Governing Body on a quarterly basis
- To actively maintain the integrity of CASC program at all times
- To create the improving standards for the program
- To deal with end-user/consumer complaints involving CASC members
- To review CASC Council's own performance periodically
- To report to the CASC Governing Body

5. Education Committee

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| Committee Type: | Standing |
| Chair: | Any CANASA Member in good standing |
| Committee Members: | Unrestricted |
| CANASA Staff Liaison: | Executive Director, Board & Council Liaison |
| Frequency of Meetings: | Quarterly or more if required |
| More information: | End User Working Group Charter |

Purpose/Mandate

The Education Committee shall promote and enhance the value of continuing education to CANASA members.

In order to achieve its goals, the National Education Committee is divided into two working groups which focus on different areas of knowledge:

- Technical Working Group
- End User Working Group

Responsibilities

The responsibilities of the Education Committee may include:

- To ascertain the needs and wishes of the membership in regard to continuing professional education.
 - To identify target markets for CANASA education (industry, end user, emergency services).
 - To formulate a plan to assist the membership by enhancing their professional knowledge base by developing their skill sets and/or increasing their knowledge and understanding of substantive issues, through various forms of continuing education.
 - To open channels of communication and cooperation with educational institutions involved in the provision of security related education or training.
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6. Ethics Committee

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| Committee Type: | Standing |
| Chair: | Immediate Past President (or as determined by National Board) |
| Committee Members: | Past Presidents (or as determined by National Board) |
| CANASA Staff Liaison: | Executive Director, Board & Council Liaison |
| Frequency of Meetings: | As required |
| More info available: | Ethics Policy |

Purpose/Mandate

The Ethics Committee shall ensure that members adhere to the CANASA Code of Conduct.

Responsibilities

The Ethics Committee is responsible for confidentially reviewing and proposing resolutions for violations of CANASA's Code of Conduct. The Ethics Committee has the authority to discipline any member for violation of any provision of CANASA's Code of Ethics Policy.

7. Government Relations Committee

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| Committee Type: | Standing |
| Chair: | Any CANASA member in good standing |
| Committee Members: | Unrestricted |
| CANASA Staff Liaison: | Executive Director, Quebec Regional Director |
| Frequency of Meetings: | Quarterly or as required |
| More information: | None |

Purpose/Mandate

The Government Relations Committee shall monitor, evaluate, and recommend positions on matters that have been determined to be of significance and importance to the membership, and prepare actions to advocate for changes at all level of Government when it is deemed necessary.

Responsibilities

The responsibility of the Government Relations Committee is to create and implement a tactical plan to guide CANASAs advocacy efforts:

- To establish a database of public sector stakeholders.
 - To establish communication with each provincial agency related to legislation.
 - To determine the areas of advocacy in which the Association should be involved i.e. Licensing, trade designation, technical competence.
 - To determine the roles and responsibilities of National Board, Chapters & Committees in establishing the Association's position in the areas of advocacy.
 - To determine the process for the allocation of funding and resources to advocacy activities.
 - To determine the timeline and response process for future advocacy activities.
 - To determine the type of advocacy activities (lobbying, marketing campaign etc.) the Association will and will not engage in.
 - To define future funding and staffing requirements.
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8. Leadership Forum

- Committee Type:** Standing
- Chair:** Any CANASA Member in good standing
- Committee Members:** One member from each Regional Council, as voted on by corresponding Regional Council
- CANASA Staff Liaison:** Executive Director, Board & Council Liaison
- Frequency of Meetings:** Monthly

Purpose/Mandate

The Leadership Forum was formed due to a desire and need for increased communication and collaboration between CANASA councils on a national level.

Responsibilities

The Leadership Forum will continue to bring together a representative of each regional council to discuss strategy, to ensure that our message is uniform and to build action items and goals which are reviewed annually based on the national and individual needs of each respective council/member and the directives of the National Board.

9. Membership Committee

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| Committee Type: | Standing |
| Chair: | Any CANASA Member in good standing |
| Committee Members: | Unrestricted |
| CANASA Staff Liaison: | Executive Director, Director, Marketing & Membership Services |
| Frequency of Meetings: | Quarterly or more if required |
| More info available: | Membership Policy #014 |

Purpose/Mandate

The Membership Committee shall provide guidance when required to the Director, Marketing & Membership Services on membership recruitment and retention strategies and planning.

Responsibilities

The responsibilities of the Membership Committee may include:

- To review yearly membership services plans and provide feedback and guidance
 - To help identify and recommend future recruitment and retention strategies
 - To advise on future or potential member benefits
 - To review, when necessary, membership categories and structures
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11. Monitoring Station Committee

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| Committee Type: | Standing |
| Chair: | Any CANASA member in good standing |
| Committee Members: | Unrestricted |
| CANASA Staff Liaison: | Quebec Regional Director |
| Frequency of Meetings: | Monthly or as required |
| More information: | None |

Purpose/Mandate

The Monitoring Station Committee shall share information, develop, propose, and present solutions that will improve monitoring station practices.

Responsibilities

The responsibilities of the Monitoring Station Committee may include:

- To interface with the Government Relations/Advocacy Committee to determine the responsibilities and authority for communication with local, provincial and Federal authorities, telecommunications industry and others.
 - To establish and maintain cooperative relationships between monitoring stations in a mutually beneficial manner.
 - To create of networking opportunities for monitoring stations.
 - To create educational forums.
 - To work closely with other sister associations such as CSAA to ensure consistency and best practices.
 - To review and discuss any monitoring station related issues, best practices, standards etc.
 - To advocate for industry standards for prompt, accurate and cost-effective dispatch services and to review and revise existing polices.
 - To establish education and training standards of the monitoring industry to ensure professionalism with the security industry.
 - To monitor and ensure dissemination of important information regarding municipal by-laws, false alarm fines, ULC standards.
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12. Nominating Committee

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| Committee Type: | Standing |
| Chair: | Any CANASA member in good standing |
| Committee Members: | Maximum of 4 CANASA members in good standing (not including Chair) |
| CANASA Staff Liaison: | Executive Director, Board & Council Liaison |
| Frequency of Meetings: | Quarterly or more if required |
| More information: | CANASA By-Law |

Purpose/Mandate

The Nominating Committee shall receive, review and recommend nominations of candidates for election and/or appointments to the National Board.

Responsibilities

The responsibilities of the Nominating Committee may include:

- To work actively throughout the year to seek individuals who may be interested in serving on the National Board
 - To receive and review nominations for positions on the National Board
 - To ensure nominated candidates comply with election criteria as defined in section 4.2 of CANASA's national by-law
 - To confirm candidates willingness to stand for election/appointment
 - To make recommendations for candidates for all National Board positions
 - To make recommendations for the positions of National President, First Vice-President and Secretary/Treasurer, following election of the National Board.
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13. Scholarship Committee

- Committee Type:** Standing
- Chair:** Any CANASA member
- Committee Members:** The Scholarship Selection Committee will be comprised of a representative from each of the regions across Canada.
- CANASA Staff Liaison:** Director of Marketing, Board & Council Liaison
- Frequency of Meetings:** As required
- More information:** None

Purpose/Mandate

To review scholarship submissions and work with staff to determine program criteria, select the winning candidate(s) and provide feedback and suggest enhancements to the program.

Responsibilities

- Submit program criteria to the national board for review and approval. Review and rate the submissions based on the program criteria and provide the National Board with a list of winners to be announced to the membership

14. Strategic Planning Committee

- Committee Type:** Standing
- Chair:** Any CANASA National Board member
- Committee Members:** 2-5 committee members shall be selected based on the following criteria:
- May or may not be members of CANASA;
 - A comprehensive understanding of strategy development and demonstrated skills in a similar type of organization and structure;
 - Committee members must represent a broad base of the industry including various verticals and company sizes;
 - Members must be committed to short turnaround time - focus on deliverable and meeting deadlines is important.
- CANASA Staff Liaison:** Executive Director
- Frequency of Meetings:** Quarterly or as required
- More information:** None

Purpose/Mandate

To develop a process for the determination/validation of CANASA's vision, mission and strategic objectives for presentation to the National Board of Directors

Responsibilities

- Evaluate internal and external resources available to help the Association determine its strategic direction, such as research, surveys, benchmarking, environmental scans etc.
 - Research and review metrics from the security industry sector in Canada.
 - Formulate written recommendations for the National Boards consideration.
 - Report on committee activity at each National Board meeting.
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15. Sister Association Liaisons

CANASA has formed relationships with several ‘sister associations’ that provide related services within the security industry. These associations deal with issues that may affect CANASA members.

All liaisons shall be appointed by the National Board on an annual basis. The National Board shall consider recommendations submitted by the committees, councils and boards listed below.

Purpose/Mandate

To represent the interests of CANASA members relative to the mandate of the sister association/group.

Responsibilities

The responsibilities of the sister association liaisons may include:

- To participate in meetings and events of the sister association/group to ensure they are informed sufficiently.
- To provide quarterly written updates (or more often as necessary), to CANASA for presentation at the National Board meetings, to ensure that important information is shared, which may require dissemination to members.
- To represent CANASA to the sister association/group, subject to specific direction and/or positions provided by the National Board.
- To report to the National Board, any statements or positions taken on behalf of the association.

| Association Name | Requirements for Appointed Representative | Appointments Recommended by... |
|---|--|---------------------------------------|
| Underwriters Laboratories of Canada (ULC) | Preferably an individual who has experience with security related standards and/or regulation, and who has previously participated on a board or committee at ULC. | Monitoring Station Committee |
| Security Industry Alarm Coalition (SIAC) | Preferably an individual who has experience with alarm management programs and/or activities, and who has previously participated on the board or a committee at SIAC. | Monitoring Station Committee |
| Security Industry Association (SIA) | Preferably an individual who has experience at the CANASA National Board level who has demonstrated the ability to represent CANASA’s interests at SIA. | Executive Committee |
| Bureau de la sécurité privée (BSP) | Preferably an individual who has experience in dealing with the Quebec government and/or advocacy efforts. | Quebec Regional Council |
