Version Control	
Title	KRSP Board Committee and Working Groups
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Purpose of Document	To discuss how KRSP Committee and Working Groups would operate.
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Authorised By	KRSP Board
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Review Date	Biennial
Comments	GCS: 1.2 (b)

1. KRSP Board Committee and Working Groups

The use of Committees and Working Groups

As outlined in the schedule of matters reserved for the LSP Board , committee and working groups may be established to support the board in the conduct of its activities. The purpose of this note is to discuss how this would operate. To function efficiently and effectively, the Board should agree on procedures for getting through business in a productive and effective way. While maintaining the responsibility and accountability of the Board, as a collective, for decision making, strategy, direction, and performance review, one method of bringing this about, or expediting the business of the Board, is to establish a number of Committees or working groups of the Board to work on particular issues.

For example, the Finance, Audit, and Risk Committee could review of the control environment and governance procedures. Other committees may be used to address particular functions or tasks, e.g., finance, strategy, infrastructure. The committees or working groups can be established as standing committees or with an intended limited lifespan or a sunset clause provision.

All Terms of Reference for Committees and working groups should be approved by the Board and include specific reference to:
1. Purpose.
2. Number of members, skill sets, composition and quorum.
3. Duration of membership.
4. Meetings and working arrangements.
5. Duties and Responsibilities of the Committee / Working group.
6. Committee process including keeping of minutes.
7. Reporting arrangements to the Board.

It might be anticipated that the Board might use its power to appoint people to Committees who are not board Members.

Committees and working groups are advisory to the Board, and their recommendations should be presented to the full Board for consideration, ratification, or amendment.

Review

This policy is required to be approved by the Board and reviewed by the Board (at least biennially).

This policy should be read alongside the LSP Governance Framework, policies, and protocols.