



ChatsCanadaCats

Administrative directive – 2021-01

Target Committee: All Chats Canada Cats' Committees

Target clubs: None

Target audience: Members of Chats Canada Cats's Committees

**Whereas** the Board of Directors has the obligation to report to the general assembly on the progress of the files to the voting members of the organization

**Whereas** the Board of Directors must direct the work of the committees in order to obtain the expected results according to the priorities of the organization

**Whereas** the enlarged Board of Directors is not a body written in the *By-laws*, nor the Manual of policies and procedures

**Whereas** information sharing and cooperation are essential to the smooth running of operations

On March 4, 2021, the Board of Directors of Chats Canada Cats adopted the following directive:

Board of Directors creates a new official body: the Extended Board of Directors.

This committee is made up of the members of the Board of Directors and the directors of all Chats Canada Cats' committees. However, in accordance with the *By-Laws*, only the members of the Board of Directors are responsible for decision-making.

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This committee meets at least twice a year on a statutory basis, but can be convened if necessary by the president of the Chats Canada Cats.

Its objectives are:

- 1 - The Board of Directors receives written reports from the various committees on the progress of their files;
- 2 - That the board of directors ensure that the orientations given to the committees are respected;
- 3 - Circulate information between the different committees

Operation :

Reports and other documents must be sent to the secretariat at least 10 working days before the date of the meeting. Any request, report or other that arrives after the deadline will be refused and forwarded to the Board of Directors for further consideration.

The secretariat sends all the documents and a proposed agenda to the president for approval at least 8 working days before the date of the meeting.

The president must modify/approve the agenda.

The agenda must be arranged so that the director of the Ethics and Discipline Committee can attend the reports of these colleagues, but he does not attend the tabling and debates on the resolutions.

The approved agenda must reach participants at least 5 working days before the meeting.

The committees must successively file and present their activity and progress report.

By adopting the creation of this body, the Board of Directors wishes to ensure better monitoring of committee files.