

## Role of the Steering Committee versus the Role of the Management Committee

<b>Steering Committee</b>		<b>Management Committee</b>
<p><u>Description:</u> The Steering Committee is made up of and is accountable to Coalition members representing main stakeholder groups and is mainly responsible for ensuring that Coalition decisions are in line with Coalition philosophy by creating working groups and electing members of the Management Committee. <i>(Refer to Section 11.2 of the Constitution)</i></p>		<p><u>Description:</u> The Management Committee is a sub-committee of, and is accountable to, the Steering Committee and is mainly responsible for managing programs and services to the members of the Coalition. It also promotes clear communications and recommends actions that ensure the Coalition stays focused on its objectives. <i>(Refer to Section 12.3 of the Constitution)</i></p>
<ul style="list-style-type: none"> <li>To adopt policies governing management of the operations and services to clientele.</li> </ul>		<ul style="list-style-type: none"> <li>To recommend to the Steering Committee:               <ul style="list-style-type: none"> <li>Policies governing program and services to clientele.</li> </ul> </li> <li>To implement policies approved by the Steering Committee.</li> </ul>
<ul style="list-style-type: none"> <li>To submit recommendations to the Coalition's Annual general meeting of the Membership.</li> </ul>		<ul style="list-style-type: none"> <li>To recommend to the Steering Committee:               <ul style="list-style-type: none"> <li>Strategic, marketing and annual action / work plans and associated annual budget and its revisions.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>To adopt the annual budget and its revisions.</li> </ul>		<ul style="list-style-type: none"> <li>To manage the operations and services of the Coalition.</li> </ul>
<ul style="list-style-type: none"> <li>To approve agreements binding the Steering Committee.</li> <li>To consider and decide upon resolutions to address special issues of significant interest to the Coalition.</li> </ul>		<ul style="list-style-type: none"> <li>To assume any other relevant responsibilities assigned by the Steering Committee.</li> </ul>
<ul style="list-style-type: none"> <li>To fill vacancies on the Steering Committee and the Management Committee between Coalition Annual general meetings of the Membership.</li> <li>To dismiss with cause any Steering Committee, Management Committee or other committee or task force member.</li> </ul>		<ul style="list-style-type: none"> <li>To ensure the representation of the Coalition;</li> </ul>

<ul style="list-style-type: none"> <li>To elect Coalition Officers and other Management Committee members from among the Steering Committee members.</li> </ul>		<ul style="list-style-type: none"> <li>To ensure that Executive-Secretary functions are available to the Steering Committee and the Coalition Annual general meeting, such as: <ul style="list-style-type: none"> <li>To prepare draft meeting agendas for the approval of a Chairperson.</li> <li>To prepare and distribute documentation.</li> <li>To write minutes of meetings.</li> <li>To organize the logistics for meetings.</li> </ul> </li> </ul> <p>For non-government members to sit on the board of the Southern Gulf of St.-Lawrence Coalition on Sustainability Incorporated (SGSLCS Inc.)</p>
<ul style="list-style-type: none"> <li>To ensure that decisions are respectful of the vision, mission, mandate and values of the Coalition.</li> </ul>	<ul style="list-style-type: none"> <li>To promote the products, programs and services of the Coalition;</li> </ul>	
<ul style="list-style-type: none"> <li>To approve and evaluate annual objectives and work plan for the Coalition.</li> </ul>	<ul style="list-style-type: none"> <li>To ensure good communication and professional relationships within the Coalition;</li> </ul>	
<ul style="list-style-type: none"> <li>To establish committees and task groups by adopting their mandate and appointing their members and Chairpersons.</li> </ul>		