

**The Indian Studies Support Program
(ISSP) Committee
BC Region**

Terms of Reference

**Approved by ISSP Committee
July 12, 2010**

**Approved by INAC
September 7, 2010**

ISSP Committee Terms of Reference

As Updated and Approved by ISSP Committee July 2010

1.0 Purposes of the ISSP Committee

The purposes of the Indian Studies Support Program (“ISSP”) Committee are to work cooperatively to: design and distribute ISSP funding guidelines; establish a funding proposal process; review funding proposals received; recommend annual funding allocations; review progress, annual reports, and audited financial statements for ISSP funded programs; recommend and review periodic project evaluations; publish an Annual ISSP Report; and maintain accountability to Canada and BC First Nations through the establishment of a reporting and evaluation framework. The Department of Indian Affairs and Northern Development (“DIAND”) can enter into funding arrangements with the recommended recipients, and does so in accordance with the terms and conditions of DIAND funding agreements and the ISSP Policy dated January, 1990 (the “ISSP Policy”), as amended or replaced from time to time.

2.0 ISSP Committee Code of Ethics

The ISSP Committee Code of Ethics governs the conduct of each member of the Committee.

2.1 Duties

The Code of Ethics consists of the following duties:

- Duty of Respect: to the ISSP, to the Committee, to each Committee member, and to the ISSP staff;
- Duty of Integrity: to act honestly and in good faith;
- Duty of Loyalty: to give one’s loyalty to the ISSP when carrying out the business and other affairs of the Committee, and at all other times;
- Duty of Care: to act in a prudent and diligent manner, keeping informed as to the policies, business and affairs of the Committee;
- Duty of Citizenship: to come to each Committee meeting fully prepared to attend to the business at hand, to attend all Committee meetings punctually, to be present for the entire meeting, to actively participate in discussions at meetings, to attend to all Committee business in a timely and diligent manner, to work harmoniously with other Committee members regardless of differences of opinion, to encourage productive dialogue and the sharing of information in an open and friendly manner, and to satisfy any requests for further information about missed Committee meetings by reference to the written meeting minutes;
- Duty of Excellence: to use one’s level of knowledge and expertise effectively in dealing with the affairs of the Committee;
- Duty of Confidentiality: to ensure that

- (A) all processes leading to Committee funding allocations are handled in camera, meaning that they remain confidential to the Committee both before and after the allocations are forwarded to DIAND, and are not shared outside the Committee meeting room with a funding applicant, a Committee member, or anyone else;
- (B) all applicants for funding are advised of the Committee funding allocations only through written communication forwarded by the Committee to all applicants at the same time; and
- (C) any applicant for funding seeking clarification of the Committee funding allocation is advised of the right to request an administrative review under Section 9.0 for the applicant's funding proposal, and is told nothing further by the Committee member about the Committee allocation process;

The Committee recognizes that any breach of confidentiality may politicize or impair the objectivity of the allocation process, or undermine the authority of the Committee;

- **Duty of Accountability:** to ensure that the Committee implements fair, standardized, objective, and impartial review procedures for all funding applications in accordance with the ISSP Handbook, so that all applicants have the same opportunity to receive an allocation of funding, by procedures which can be justified to Canada and BC First Nations through the reporting and evaluation framework; and
- **Duty to Protect the Public Trust:** to act in a professional manner at all times and to refrain from any conduct that another Committee member could interpret as bullying, threatening, intimidation, improper influence, back scratching, group or block voting, as being politically motivated, or based on hearsay, innuendo, rumour, or political considerations external to the purposes of the Committee set out in Section 1.0.

2.2 Oath of Office

The following Oath of Office is to be sworn, signed and dated in the presence of the Committee members, at the beginning of the first meeting of the Committee attended by a newly appointed or re-appointed Committee member, or by any existing Committee member who has not previously sworn the oath:

I, _____ sincerely promise and affirm that I will truly, faithfully and impartially, to the best of my ability, execute my duties and responsibilities as an Indian Studies Support Program (“ISSP”) Committee member and I have read and agree to abide by the ISSP Terms of Reference and the ISSP Handbook.

Signature of Committee Member

Date _____

Signature of Chair or Vice-Chair as Witness

2.3 Witnessing the Oath of Office

The Oath of Office will be taken and witnessed by the Chair or Vice Chair.

3.0 ISSP Committee Membership

ISSP Committee members are appointed for a five-year term.

3.1 ISSP Committee Member Appointments

In the event that a new ISSP Committee member is required, the following process will be implemented:

- Information will be sent to all Bands, Tribal Councils, and First Nations post-secondary institutions in the relevant area, requesting nominations for individuals interested in joining the Committee.
- ISSP Committee members will be selected according to the following criteria: a First Nations person who is (1) involved with First Nations post-secondary education, and (2) committed to a voluntary five (5) year term.
- All nominations for the new ISSP Committee member should be accompanied by a resume of the candidate and letters of support from nominating agency (ies). If more than one candidate is nominated and fulfills the eligibility criteria, the ISSP Committee will review the information and make recommendations based upon the educational experience and background of the applicants. Consideration of previous attendance at ISSP meetings will also be considered in re-appointment decisions.
- All re-appointment nominations for the ISSP Committee member should be accompanied by a resume of the candidate and letters of support from nominating agency (ies). If more than one candidate is nominated and fulfills the eligibility criteria, the ISSP Committee will review the information and make recommendations based upon the educational experience and background of the applicants. Consideration of previous attendance at ISSP meetings will also be considered in re-appointment decisions.

In the fourth year of a Committee member’s term, the ISSP Chair and that member will each send a letter to all Bands, Tribal Councils, and First Nations post-secondary institutions in

the member's area, asking if they support the re-appointment of the member, or if they would like to suggest an alternate individual for membership.

The ISSP Committee recommends appointments and re-appointments to DIAND; DIAND reviews the recommendations and advises the successful candidates on their appointment.

In the event that a Committee member changes employers during his or her term, the ISSP Committee will request that the committee member obtain a letter from the new employer confirming continued support for the member's participation on the ISSP Committee if applicable.

3.2 ISSP Committee Members' Obligations and Responsibilities

ISSP Committee members:

- shall uphold the purposes of the Committee set out in Section 1.0 above, the Mission Statement and Objectives of the Committee, both as set out in the ISSP Handbook, and the obligations and responsibilities outlined in the ISSP Handbook and in these Terms of Reference;
- shall advise First Nations post-secondary institutions about and, when necessary, clarify or explain, ISSP positions on issues approved by the Committee;
- agree that only the Chair (and/or Vice-Chair) will serve as official spokesperson for the Committee, unless another member is authorized by Committee resolution;
- shall not act on behalf of the Committee without a supporting Committee resolution;
- agree that any expenditures will be approved by the ISSP Executive Committee (the ISSP Chair, Vice-Chair, and Secretary/Treasurer);
- shall communicate to First Nations post-secondary institutions in a professional manner regarding the ongoing concerns and activities of the Committee;
- shall bring forward to the Committee any concerns which may have implications for post-secondary systems as a whole or for a number of First Nations post-secondary institutions;
- shall declare in writing to the Committee in the form set out in Schedule A, any conflict of interest that the Committee member has for any funding proposal or other Committee business, and shall then proceed in accordance with Section 6.4; and
- shall not be in the employ of the Committee or the First Nations Education Steering Committee ("FNESC"), which provides administrative support to the Committee.
- if the ISSP member moves from his/her permanent residence of the region he/she represents, they must inform the Committee, in writing, of his/her resignation from the ISSP Committee.

A member of the Committee must be in full attendance at a minimum of two meetings per fiscal year and unless excused by resolution of the Committee, be subject to discipline under Section 3.3.8.

3.3 Discipline of ISSP Committee Members

- 3.3.1 The Committee may impose discipline, appropriate in all the circumstances, upon a Committee member who has been determined by resolution of the Committee to have breached any provision of these Terms of Reference, including the code of ethics in Section 2.0, or the conflict of interest provisions in Section 6.0.
- 3.3.2 The Committee must first give the member in question 30 days written notice of the circumstances, including the provisions of these Terms of Reference alleged to have been breached, a summary of the argument and evidence against him or her, and notice of the date, time and place of the in-camera special meeting of the Committee where the matter will be decided.
- 3.3.3 The member must give the Committee 14 days written notice if the member intends to bring legal counsel to the in-camera special meeting, which notice shall set out the name, address, telephone number and fax number of the legal counsel.
- 3.3.4 At the special meeting, the member will be given an opportunity to be heard and to present evidence, witnesses, arguments and written submissions to the Committee. The member shall be entitled:
- to be present while the allegations against him or her, and all supporting evidence, witnesses, arguments and written submissions are presented to the Committee;
 - to dispute, correct or contradict anything which is prejudicial to his or her position; and
 - to question the witnesses against him or her.
- The member shall answer questions put to him or her by the Committee.
- 3.3.5 The Committee may ask the member to excuse himself or herself from the deliberations by the Committee on the matter.
- 3.3.6 The Committee shall decide the discipline issue for that member, by a resolution setting out the circumstances including the provisions of these Terms of Reference alleged to have been breached, the decision by the Committee whether there was a breach, the reasons for that decision, any discipline imposed by the Committee upon the member and the reasons for that discipline.
- 3.3.7 The Committee shall immediately advise the member of the decision of the Committee, and shall provide the member with a copy of the resolution as soon as is practical.
- 3.3.8 Discipline imposed by the Committee upon a member may include, but is not limited to any one or more of the following:
- a letter of reprimand;
 - deprivation of the right to vote on matters before the Committee for up to two consecutive regular meetings of the Committee;

- a letter advising the member that his or her resignation from the Committee would not be refused;
- suspension from the Committee for up to two consecutive regular meetings of the Committee;
- a letter to DIAND advising that disciplinary action has been taken by the Committee against the member;
- a written recommendation to DIAND that the member be removed from the Committee; or
- reduction of travel expense claim, which will be prorated and signed by the ISSP Chair.

3.4 Committee Member Alternates

In order to maintain consistency and continuity in decision-making, there will be no alternates for ISSP Committee members.

3.5 DIAND Committee Member Roles and Responsibilities

Under the direction of the Director of Intergovernmental Affairs, the DIAND Committee member will:

- ensure the implementation of the ISSP in accordance with the ISSP Policy and the accountability framework;
- confirm ISSP Committee membership;
- provide, in writing by January 20th of each year, the provisional ISSP allocation budget
- provide financial and advisory support to the ISSP Committee;
- ensure the administrative procedures/documents are consistent with DIAND funding agreements/authorities and the requirements of the Regional Audit Committee;
- review annual recommendation documentation;
- coordinate the implementation of ISSP funding allocations into funding agreements between DIAND and funding applicants; and
- coordinate periodic evaluations of the ISSP.

3.6 Compensation

ISSP Committee members will not be paid an honorarium for ISSP Committee work, unless specifically authorized by the ISSP Committee at a duly convened meeting.

The only circumstance in which an ISSP Committee member will be paid honoraria is if that member is not in receipt of a salary when attending to ISSP business and suffers a loss of income as a result. In those cases, the member's honoraria must be approved at a regular ISSP meeting and the Committee member receiving the honoraria must submit to the ISSP Committee a letter signed by the member's employer stating that the member suffers a loss of income when attending to ISSP business. This policy applies equally to all ISSP Committee members, including the ISSP Committee Chair, Vice-Chair, and Secretary/Treasurer.

Employers of all ISSP Committee members must fully support the employee in attending all ISSP Committee meetings at no cost to the ISSP Committee other than travel expenses.

3.7 Ex-Officio Committee Member

The ISSP Committee may by resolution appoint and/or reappoint a person with particular knowledge or experience of benefit to the Committee, as an ex-officio member of the Committee for a one-year term, commencing on July 1. An ex-officio member does not attend ISSP meetings on a regular basis, but will be brought in as needed by the Committee. An ex-officio member shall not vote, but shall otherwise have all the rights and duties of Committee membership, as set out in these Terms of Reference and in the ISSP Handbook.

3.8 Voting

The voting members of the ISSP Committee or quorum of the Committee shall have one vote on the Committee, including the Chair but excluding any ex-officio Committee member and the DIAND Committee member. The affirmative votes of a majority present at a meeting at which a quorum is present are sufficient to pass a resolution of the Committee. Committee members wishing to abstain from a vote must simply state that they are abstaining, and the abstention will be noted in the meeting minutes. Voting by proxy is not allowed.

3.9 Quorum

Quorum of the Committee is five voting members present in person, or by conference call in the case of emergency or pressing circumstances. Committee meetings will begin when the quorum is present.

3.9.1 Extra Ordinary Circumstances

In the event a quorum of the Committee is unavailable and there is an extra ordinary circumstance, the Executive has the authority to make decisions concerning the circumstances at hand.

3.10 Terms of Appointment of Committee Members

The terms of appointment of the Committee members, including those of the Executive Committee, are set out in Schedule B, as amended or replaced from time to time.

- If a Committee member resigns before his/her term is completed, the appointment of the incumbent will be to the completion of the original five-year term.
- When a member is replaced, the incumbent and the out-going member **may** attend the next ISSP Committee meeting to assist with the transition.

4.0 ISSP Committee Executive

The ISSP Committee Executive will consist of the following positions:

- Chair
- Vice-Chair
- Secretary/Treasurer

4.1 Chair and Vice-Chair Roles and Responsibilities

The ISSP Committee Chair (and, in the absence of the Chair, the Vice-Chair) shall:

- call ISSP meetings and draft agendas for ISSP meetings;
- chair ISSP meetings;
- act as a spokesperson for the ISSP Committee;
- act as a liaison with FNEESC and DIAND;
- oversee the implementation of the ISSP work plan, annually approved by the ISSP Committee during the yearly Allocation Meeting;
- monitor, with the Secretary/Treasurer, the ISSP financial records;
- monitor and review on an annual basis the administrative agreement between the ISSP Committee and FNEESC; and
- provide direction to the ISSP administrative support staff person.

4.2 Secretary/Treasurer Roles and Responsibilities

The ISSP Committee Secretary/Treasurer shall:

- attend ISSP meetings;
- monitor, with the Chair and Vice-Chair, the ISSP financial records; and
- work with the ISSP staff person to prepare ISSP meeting minutes.

The ISSP Committee has entered into a fee-for-service administrative agreement with FNEESC that includes the maintenance of financial records.

4.3 Appointment

ISSP Committee members are responsible for selecting a Chair, Vice-Chair and Secretary/Treasurer from within the Committee membership. In order to ensure that meetings can proceed effectively and that there is continuity, both the Chair and Vice-Chair shall be familiar with the operations of the ISSP Committee.

4.4 Election Process

Written notice, via email or fax, will be given a minimum of two weeks prior to a meeting in which an executive election will be held and the election will be held amongst the members present at that meeting.

4.5 Term and/or Vacancies

The ISSP Committee Chair shall be appointed for a two-year term commencing on July 1 in any fiscal year of the Committee, followed by a two-year term for any subsequent reappointments of the same person. The Vice-Chair shall first be appointed for a one-year term commencing on July 1 in any fiscal year of the Committee, followed by a two-year term for any subsequent reappointments of the same person.

In the event that the Chair must resign or is removed from his or her position prior to the completion of his or her term, the Vice-Chair will fill the Chair role for the remaining term. At the next duly convened ISSP Committee meeting, the vacant Vice Chair position will be filled following the election process. In the event that both the Chair and Vice Chair positions are

vacated, the Committee will appoint an interim Chair until elections can be held following the election process.

4.6 Compensation

See Section 3.6 for a description of compensation. Refer to Schedule C for rates.

5.0 ISSP Committee Staff Support

The ISSP Committee has entered into a fee-for-service agreement with FNEC that includes administrative and secretarial support. This fee-for-service agreement will be reviewed annually by both the ISSP and FNEC to ensure that it is continuing to meet the needs of the ISSP Committee and FNEC. In the event that a change is required, the ISSP Committee Chair or designate will discuss the proposed change with the FNEC President or designate. Any changes will be approved by both the ISSP Committee and the FNEC Board.

6.0 Conflict of Interest

6.1 Definition

A conflict of interest arises when a Committee member's private interest conflicts with his or her duty to the Committee. This could arise from a "Real", "Potential" or "Apparent" conflict of interest for a Committee member or a related person and may be of a personal, financial or other nature. For this purpose:

- a "Real" conflict of interest occurs when a Committee member exercises a power, duty or function on behalf of the Committee and at the same time knows that there is the opportunity to further a private interest;
- a "Potential" conflict of interest occurs when there exists some private interest that could influence a Committee member in the contemplated exercise of a power, duty or function on behalf of the Committee, which exercise has not taken place;
- an "Apparent" conflict of interest occurs when there is a reasonable apprehension which reasonably well-informed persons could properly have that a "Real" conflict of interest exists on the part of a Committee member; and
- a "related person" includes a father, mother, husband, wife, brother, sister, son or daughter of either a Committee member or the spouse of that Committee member, and any such relationship of a related person to a Committee member or spouse can be by blood, marriage, remarriage, marriage like relationship, adoption or any combination of these.

6.2 Guidelines for Declaring Conflicts of Interest

The following examples of conflicts of interest are illustrative only, and are not exhaustive. Instead, the definition of conflict of interest in Section 6.1 determines the matter:

- A conflict of interest exists when a funding application or other matter of a monetary nature is before the Committee which:

- (A) affects any private company, non-profit society, Crown corporation, agency or entity, or other organization in which the member or a related person is a shareholder, director or officer, or exercises influence;
 - (B) affects a public company in which the member and/or one or more related persons either individually or in any combination together hold more than 10% of the shares issued in any class, whether voting or non-voting; or
 - (C) affects a partnership or firm in which the Member or a related person has any ownership interest.
- A conflict of interest due to representation of or relation to a specific constituency internal or external to the Committee may arise. In general, voting on matters that have an effect on a broad group, such as Coast Salish peoples, elders or students, or on a broad geographical area, by a representative of or person having a relationship to that group or area, is not a conflict of interest.

6.3 Determination of Whether Conflict Exists

Any question raised to the Committee of whether a conflict of interest exists for a member shall be determined by resolution of the Committee.

6.4 Declaration of Conflict

A Committee member must arrange his or her private and business affairs and conduct him or herself in a manner to avoid any conflicts of interest at the Committee. In cases where a conflict of interest cannot be avoided, a member has an obligation to declare a conflict for that particular issue to the Committee prior to discussion or voting on the issue by the Committee. The member must absent him/herself from both the discussion and voting on that issue.

6.5 Member to State Position

The Committee may invite the member in conflict to state his or her position on the issue, prior to discussion and voting by the Committee.

6.6 Uncertainty as to Conflict

Where a Committee member is uncertain as to whether he or she is in a conflict of interest, that member must immediately raise the possible conflict with the Committee, and the Committee shall determine by resolution whether or not a conflict exists. The member raising the possible conflict shall refrain from voting on the question of whether that conflict exists.

6.7 Possible Conflict of Another Committee Member

Any Committee member who perceives another member to have a possible conflict of interest must immediately raise the possible conflict with the Committee. The Committee shall determine by resolution whether or not a conflict exists. The member perceived to be in a possible conflict shall refrain from voting on the question of whether that conflict exists.

6.8 Conflict Discovered After

Where a conflict of interest is discovered by a member after a decision by the Committee on an issue, the conflict must be immediately declared by that member to the Committee. If the Committee determines that involvement of that member influenced the decision on the issue, the Committee shall forthwith advise DIAND.

6.9 Minutes

The minutes of the Committee meeting will reflect instances when a Committee member leaves the meeting, refrains from voting, or both, to satisfy the requirements of this Section, and shall record the subsequent return of that member to the meeting.

7.0 Allocations

The Committee will base its funding decisions upon a criteria grid, as well as the quality of each proposal. The criteria grid outlines all proposal and program requirements. A grid will be filled out for each program. Decisions will be made according to the extent to which the proposed program meets all requirements, and the availability of funding. Proposals will also be reviewed according to their thoroughness, the demonstrated support for the proposal, and the proposed project's reflection of the objectives of ISSP funded programs, as set out in the ISSP Handbook. In addition, budget requirements are clearly laid out in the ISSP Handbook, and those requirements will be strictly and equitably applied to each proposal.

Upon receipt and review of annual project proposals, the ISSP Committee will forward the following documents to DIAND BC Region:

- letter from the ISSP Chair to the Director of Funding Services, Programs and Partnerships;
- list of proposals recommended for ISSP funding by Recipient, Proposal Title, and Amount;
- work plan outlining proposed new fiscal year activities and tentative Schedule of Operations and Administrative Budget;
- copies of correspondence to funded/not funded applicants with approved work plan; and
- copy of completed criteria grid signed by a consensus of the Committee members present at the duly constituted allocation meeting,

The Committee makes recommendations to DIAND about funding allocations for project proposals, and DIAND makes the final funding decisions.

In the event that unforeseen circumstances result in the non-allocation of ISSP funding during the fiscal year, the ISSP Committee will recommend the reallocation of the uncommitted free balance.

In the event that a successful applicant requests that it be allowed to change its program from that originally approved for funding by the ISSP Committee: *in exceptional circumstances only*, the ISSP Committee may accept the changes. This acceptance is contingent upon the ISSP Committee receiving all necessary documentation that clearly demonstrates that the proposed changes will not affect the eligibility of the program for ISSP funding. In the event that changes are made, until the funding provided for in the original program has been exhausted, the applicant cannot apply for any additional funding from the ISSP Committee.

The ISSP Committee will provide written approval of any changes to both the applicant and DIAND.

8.0 Disclosure

The Committee will disclose its administrative procedures and policies by making the following documents readily available on the ISSP website (www.fnesc.ca/issp) and upon request to all BC First Nations, Tribal Councils, and First Nations post-secondary institutions, at no charge beyond the reasonable cost of reproducing the documents:

- these Terms of Reference;
- the ISSP Handbook;
- Annual Funding Allocations;
- Annual Report of the Activities of the Committee.

9.0 Administrative Review

An applicant for ISSP funding may request an administrative review of the allocation recommendation made by the ISSP Committee for the applicant's proposal. The administrative review will outline the applicable funding guidelines and eligibility criteria from the ISSP Handbook, explain the relevant findings made in the assessment of the applicant's proposal, and the reasons for the allocation recommendation by the ISSP Committee. Correspondence requesting an administrative review should be forwarded to the Chair, and will be dealt with jointly by the ISSP Committee and DIAND.

10.0 Travel Policy

For the convenience of Committee members, hotel rooms may be reserved and billed directly to the ISSP Committee. If Committee members cannot attend a meeting, they must cancel their room. If they do not do so, they will be responsible for making their own accommodation arrangements in the future.

Committee members shall be reimbursed for travel expenses according to federal government rates, as shown on the ISSP Travel Expense Claim Forms, and all expense claim forms must be signed by the ISSP Committee Chair or Secretary/Treasurer.

Committee members must submit their expense claim forms to the FNEESC office within 30 days of Committee meeting dates in order to be reimbursed. For meetings held less than 30 days prior to March 15th in any fiscal year, all expense claims must be received on or before March 30 in that same fiscal year, in order to be reimbursed.

The ISSP Committee expends significant funds to ensure that Committee members are able to attend meetings. A Committee member who submits a travel claim for an ISSP meeting for which he or she was not in full attendance at all times, will be subject to discipline under Section 3.3.8, unless excused by resolution of the Committee.

A proposed agenda will be sent to ISSP Committee members prior to each meeting. All meetings will begin at the time shown on the proposed agenda. Each Committee member shall be responsible to ensure that his or her travel arrangements allow him or her to be present when the meeting begins.

11.0 Terms of Reference Review

These Terms of Reference will be reviewed every two years by a subcommittee of the members, appointed by a resolution of the Committee for that purpose. The subcommittee will report back to the Committee any suggestions for changes. Any changes to the Terms of Reference shall be recommended by a resolution of the Committee, for written approval by DIAND, following which the changes shall come into force.

SCHEDULE A

DECLARATION BY ISSP COMMITTEE MEMBER

I have/may have a conflict of interest regarding the following Committee business or funding proposal being reviewed by the Committee:

by reason of my personal circumstances as follows:

I will not be present for either the discussion or voting by the Committee on the matter.

Dated: _____, 20 ____ .

Signature of Committee Member

Please Print Name: _____

SCHEDULE B

TERMS OF APPOINTMENT OF ISSP COMMITTEE MEMBERS

The terms of appointment of the ISSP Committee members are as follows:

Committee Member	Start Date	End Date
Sharon Lindley	July 2010	July 31, 2015
Deanna Nyce	July 2008	July 31, 2013
Sharon Wilson	July 2008	July 31, 2013
Joe Elliott	July 2008	July 31, 2013
Margery McRae	July 2010	July 31, 2015
Cindy McNeil	December 2008	December 31, 2011
Monty Palmantier	December 2006	December 31, 2011
Lisa Wilson Wells	December 2006	December 31, 2011
Barb Morin	July 2008	July 31, 2013
ex-officio - Vacant	July	July 31,

The terms of appointment of the ISSP Executive Committee members are as follows:

Executive Committee Member	Start Date	End Date
Chair: Monty Palmantier	July 2009	July 2011
Vice-Chair: Cynthia McNeil	July 2010	July 2012
Secretary/Treasurer: Deanna Nyce	July 2010	*July 2011

*Note – this position was filled due to vacancy.

SCHEDULE C

Rate of compensation under Section 3.6:

The rate of compensation is \$500.00 per day as approved by Motion 9 July 2006 meeting.