ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Terms of Reference
Board Governance Advisory Group

- The AIBC operates under a Policy Governance model through which Board Advisory Groups are established to assist the AIBC in developing and implementing policies in fulfillment of legislative requirements, Board policy and organizational priorities.
- AIBC Committees, Board Advisory Groups and operational advisory groups are governed by the *Professional Governance Act*, AIBC Bylaws, Board policies, and the Volunteer Handbook, as applicable.

Established:	2000
Type:	Board: Standing (Policy 2.1)
Chair:	
Appointed by:	Board
Term:	1 year (to June 2027)
Members:	
Appointed by:	Board
Term:	1 year (to June 2027)
Advisory Group Selection Criteria:	Registrant or Lay Board Members (current); Board Member last holding Board Chair position, or Immediate Past Board Chair, as applicable.
Advisory Group Composition Requirements:	Board Chair; Board Vice Chair; Board Member last holding Board Chair position (Past Board Chair) or Immediate Past Board Chair, as applicable; Lay Board Member; and, Registrant Board Member(s)-at-large

Advisory Group Members	Composition (as applicable)	Appointment Date
1. Matthew Halverson Architect AIBC	Vice Chair **– Advisory Group Chair**	June 2026
2. Sean Rodrigues Architect AIBC	Board Chair	June 2026
3. Marguerite Laquinte Francis Architect AIBC	Past Board Chair	June 2026
4. Manoochehr Azizi Architect AIBC	Treasurer, Registrant Board Member	June 2026
5. Michael Racich, DMD	Lay Board Member	July 2026
6. Lara Gregurić, FCPA, FCA	Lay Board Member	July 2026
Staff	**Position**	
1. Anita Handregan	CEO & Registrar	
3. Tracy Tough CAPM	Manager, Office of the CEO	

1.0 Mandate:

- The Board Governance Advisory Group is mandated to keep the governance of the AIBC effective and current.

2.0 Specific Assignments:

- Conduct a continuing review of Board Policies
- Prepare the agenda for Board meetings
- Gather, review and analyze Board Member's comments on Board performance and prepare recommendations to the Board for revisions to Policy as required
- Board Member evaluation and conduct
- Ensure each Advisory Group, task force or working group formed by the Board has a terms of reference with specific deliverables
- Monitor interim progress of strategic plan outcomes prior to CEO & Registrar reporting progress to the Board semi-annually
- Monitor the Risk Register, prior to the CEO & Registrar reporting progress to the Board semi-annually, thereby ensuring systems and controls are in place sufficient to address any significant risks identified.

3.0 Deliverables:	• Governance Advisory Group report and presentation for Annual General Meeting, when appropriate
4.0 Reporting:	• Written report as part of the Board meeting consent agenda
5.0 Liaison with Internal and External Groups/ Associations:	• Board • Finance and Audit Advisory Group • Staff
6.0 Scheduled Meetings:	• When: Approximately ten days prior to each scheduled Board meeting • Place: AIBC offices and/or, video/teleconferencing
7.0 Quorum:	• A quorum for any meeting of the Advisory Group will be the majority of the members of the Advisory Group present in person, and/or by video/teleconferencing.
8.0 Amending the Terms of Reference	• The terms of reference may be revised by the Board upon the recommendation of the Advisory Group or CEO & Registrar or upon a change of members.