

## **TERMS OF REFERENCE**

### **Name**

*Community Action Network for Children and Youth Elgin* shall be called the CAN and hereafter referred to in this document as the “CAN”.

### **Purpose**

The coordination of services for children and youth in Elgin County through networking, community consultation, project development and implementation. Our goal is to improve the lives of children, youth and families in St. Thomas and Elgin County by working towards common outcomes through partnerships and collaboration.

### **Deliverables**

- Hold monthly meetings and organize an Annual Membership Meeting
- Identify annual priorities based on community need
- Request community or ministry funding to support the priorities of the CAN

### **Membership**

Application for membership to CAN is open to:

- organizations providing services to children, youth, and/or families in Elgin County;
- interested persons in the community;
- New organizations or interested persons wishing to join the CAN are to contact the Chair and include a brief description of their interest.
  - Each member agency and organization shall have one vote;
  - Community representatives shall each have one vote;
  - Voting privileges will be granted to member agencies and individuals who have attended no less than 5 general monthly meetings;
  - The voting delegate of each organization, service, or an individual, shall be identified to the Chair prior to the AMM of the CAN

## **Decision Making**

- Where an agency has more than one member on the CAN, only one member shall be granted decision making rights
- Decisions will be made by a majority vote through a show of hands
- Decisions may be made over email when 5 business days are allowed for response back to the chair
- Only paid agencies and individuals are able to vote on decisions

## **Fees**

- There is an annual fee of \$20 per agency and \$10 per community member persons
- Fees are to be paid by the first meeting in September of each year
- The option to have fees waived will be reviewed by the Executive Committee upon request
- Fees may be reviewed from time and time and are generally set at the AMM

## **Meetings**

The CAN shall meet on a regular basis, generally the second Tuesday of each month from September through June.

## **Annual Membership Meeting**

There shall be an Annual Membership Meeting of the CAN held in June of each year. Members of the CAN shall receive notice of the AMM at least 14 days prior to the meeting. The purpose of the AMM is

- To receive annual reports from the Executive and all sub-committees
- To review all financial matters related to the CAN
- To elect a new Executive, as needed
- To amend or make additions to the Terms of Reference and to ratify any changes made during the year
- To clarify and amend the priorities and goals for the next year
- To change fee rates when needed

Quorum is a minimum of ten voting members for the AMM

## **Structure of Community Action Network**

The Structure of CAN consists of:

- Section I: Executive Committee
- Section II: Nominating Committee
- Section III: Sub-Committees: Projects and Task Forces

## **Section I: Executive Committee**

### **Role of the Executive**

The Executive of the CAN:

- Contribute approximately 5 to 20 hours of work per month to fulfill essential duties and tasks as needed
- Shall hold in trust all funds and assets on behalf of the CAN and use these for the purpose for which it was intended;
- On approval by motion, shall make all contracts on behalf of the CAN shall be the signing officers where legal documents are concerned. All legal documents requiring execution shall bear the signature of any two (2) of the following: chair, vice-chair, treasurer, secretary;
- The above named officers shall be the signing officers of the CAN and any two (2) shall sign the cheques on behalf of the CAN.
- The chair and one other person on the Executive have the authority to spend a maximum of \$100 for CAN business without prior approval of CAN membership
- To meet a minimum of twice per year
- Shall be the coordinating body of the CAN;

### **Executive Committee Membership**

- Shall include the Chair, Vice-Chair, Treasurer, Secretary, Past Chair and Communications Officer;

#### **Chair:**

- Shall have a working knowledge of the affairs of the CAN.
- Shall preside at all meetings of the CAN and is an ex-officio and non-voting member of all subcommittees of the CAN and may attend at his/her discretion;
- Shall execute their vote in the case of a tie;
- Will send out meeting agenda, minutes and treasurer's report 1 week in advance of the meeting;
- Will ensure that the Terms of Reference are reviewed annually

#### **Vice-Chair:**

- Shall have a working knowledge of the affairs of the CAN;
- Shall fulfill the duties of the Chair when they are absent or at the direction of the Chair;
- Is an ex-officio and non-voting member of all subcommittees

#### **Treasurer:**

- Shall have a working knowledge of the affairs of the CAN;
- Shall handle all funds connected with the CAN including the collection of membership fees and distributing invoices;

- Shall keep accurate records of all financial transactions and shall present a report regularly including the Annual Membership Meeting;
- Treasurer reports will be submitted to the chair at minimum 10 days prior to the meeting.
- Treasurer or delegate shall be a member of any committee or subcommittee for which discretionary responsibility for CAN monies has been assigned. When a delegate is assigned they will act as a reporting agent for the Treasurer to the subcommittee. The delegate does not have signing authority.
- Will send membership fee invoices immediately following each AMM

**Secretary:**

- Shall have a working knowledge of the affairs of the CAN;
- Shall be responsible for keeping accurate records of all Executive and General and Annual Meetings of the CAN;
- Shall record the CAN and subcommittee memberships;
- Will submit minutes to the chair at minimum 10 days prior to the meeting;
- Shall record and maintain accurate contact information within a membership contact list

**Past Chair:**

- Will lend guidance and support as needed

**Communications Officer**

- Shall be responsible for maintaining and updating CAN online presence ie. Facebook and Website
- Promote networking amongst community partners and other planning groups
- Shall handle, at the request of the Chair, all correspondence;
- Bring forward recommendations, updates and issues as needed

**Term of Office**

- The Executive shall serve a term of two (2) years;
- In the event that an officer cannot be found to fill the position, the outgoing officer may remain in the position with a simple majority vote from the voting members at the Annual Membership Meeting.

**Election, Resignation and Dismissal**

- The election of executives is by a simple majority vote of the voting members present at the Annual Membership Meeting
- Any vacancy occurring between Annual Membership Meetings shall be filled from the CAN with written notice of intent and a simple majority vote at the subsequent meeting.
- An Executive member who wishes to resign shall do so in writing and will, where possible, provide the CAN with three (3) months notice;

- An Executive member who is absent from three (3) regular meetings in succession, for which no sufficient reason is presented, shall be notified in writing by the Chair that continued absence shall be considered equal to resignation and their place on the Executive will be considered vacant;

## **Section II: Nominating Committee**

### **Selection:**

- Shall be elected at the March meeting prior to the Annual Membership Meeting;
- The nominating committee will be comprised of 2 general members;

### **Role:**

- Shall meet prior to the Annual Membership Meeting to propose a slate of officers;
- Recommends a slate of officers to the CAN membership for the purpose of election at the Annual Membership Meeting;
- In addition to the presented slate of officers, the Nominating Committee may take additional nominations from the floor at the Annual Membership Meeting and, where necessary, an election shall be held to select the officers.

## **Section III: Subcommittees – Projects and Task Forces**

The CAN through the Chair from time to time may establish Subcommittees which shall:

- Be time-limited and have a specific focus;
- Include Projects as well as Task Forces;
- Be responsible to the CAN as a whole.

### **Subcommittee Chair:**

- Is directly responsible to the CAN;
- Shall ensure that the Terms of Reference established for the subcommittee is adhered to;
- Shall select subcommittee members in conjunction with the Chair of The CAN;
- Shall report regularly to the CAN.

### **Ex-officio Members:**

- The Chair and Vice Chair of the CAN shall be considered Ex-officio Members of all committees
- They will receive all subcommittee correspondence, minutes and agendas.

### **Financial Accountability**

- Where appropriate the CAN treasurer will sit on the subcommittee and act as the subcommittee treasurer;
- In cases where this is not appropriate or feasible another member of the executive will act as the subcommittee treasurer and will report to the CAN

### **Terms of Reference**

- Terms of Reference will be reviewed annually;
- The CAN may amend the Terms of Reference from time to time at a regular monthly meeting by a majority of the voting members present
- This will be subject to ratification at the next Annual Meeting. CAN members shall be given two (2) weeks written notice of a regular meeting in which the intention is to amend the Terms of Reference;

### **Conflicts of Interest**

- Any member who feels that they may have a conflict of interest shall declare such at the outset of the meeting's agenda, thereby excusing him/herself from discussion and/or voting of that Agenda item;
- If any member acts in a manner which is contrary to, or compromises, the purpose and/or the goals of the CAN, then appropriate action may be taken which may include:
  1. a letter of concern;
  2. revocation of membership, or
  3. other action as may be appropriate.

### **Payment for Services**

- Contracts, services and agreements shall be approved by the CAN through a Motion.

*Revised October 31, 2016 / Approved June 2017*

Revised October 2016 / Approved June 2017