

TERMS OF REFERENCE, PAL (55+) BOARD STANDING COMMITTEES

I GOVERNANCE STANDING COMMITTEE

Purpose:

The mandate of the Governance Standing Committee of the Board of Directors is to ensure that the Board has in place and follows policies and procedures that give effective, efficient, consistent and democratic control over, and direction to, the organization.

Composition:

The Governance Standing Committee shall consist of a minimum of three members, one of whom is a current Board member and is appointed Chair. Previous Board members may be appointed to the Committee by the Board. One member of the Committee is appointed Secretary. The President of PAL (55+) and the Executive Director are ex-officio members of the Governance Standing Committee. Decisions within the committee will be by consensus); a quorum is 50% +1. Any recommendation from the Committee to the Board shall be in the form of a motion, moved and seconded and duly passed.

Specific responsibilities:

The Governance Standing Committee shall develop and/or revise policies and procedures as directed by the Board of Directors and/or initiate same for Board consideration. The Governance committee will offer guidance to the Board and to the other committees with respect to the topics contained herein, but will not be responsible for policing compliance. The Committee shall also ensure that:

1. Committee Terms of Reference are current, relevant and approved by the PAL Board.
2. Board Policies and Procedures are relevant, up-to-date and consistent with general industry practice, and current legislation where applicable.
3. The Board of Directors, its committees and staff are aware of the spirit and intent of the Policies and Procedures set out in its Policy Manual.
4. The Board has a Strategic Plan that is updated on a yearly basis and that the standing committee Chairs follow/implement their respective sections of the Strategic Plan based on short term and longer-term goals.
5. The Board of Directors, its committees and staff understand the processes outlined in the Risk Management policy to identify critical risks to the organization. And that the Board and standing committees develop strategies to mitigate the impact from risk events, as well as to develop appropriate responses to those risk events.
6. The Board has a recruitment, orientation and development plan for itself and its senior staff.

Meetings:

The Governance Standing Committee shall hold a minimum of three meetings each fiscal year.

Reports to:

The Governance Standing Committee reports to the Board of Directors. The chair will provide a monthly report to the Board and an annual report to the Membership at the Annual General Meeting.

Strategic Plan:

The Governance Standing Committee will develop an annual plan based on PAL (55+)’s Strategic Plan, objectives and operational needs. The Chair will report progress to the Board semi-annually or as requested.

Budget:

The Governance Standing Committee will develop an annual Committee budget for approval by the Board of Directors in March of each year.

Approved June 10, 2019

TERMS OF REFERENCE, PAL (55+) BOARD STANDING COMMITTEES

II COMMUNICATIONS STANDING COMMITTEE

Purpose:

The mandate of the Communications Standing Committee of the Board of Directors is to disseminate information about the programs and activities of PAL(55+) to members, non-members and the community at large.

Composition:

The Communications Standing Committee shall consist of a minimum of three members, one of whom is a current Board member and is appointed Chair. Previous Board members may be appointed to the Committee by the Board. One member of the Committee is appointed Secretary. The President of PAL (55+) and the Executive Director are ex-officio member of the Communications Standing Committee. Decisions within the committee will be by consensus; a quorum is 50% +1. Any recommendation from the Committee to the Board shall be in the form of a motion, moved and seconded and duly passed.

Specific responsibilities:

The Communications Standing Committee shall be responsible for, but are not limited to, the following activities:

1. Maintain current and relevant Terms of Reference which are approved by the PAL Board.
2. Maintain the Contact Lists (members, non-members and community businesses and leaders.
3. E-mail information to PAL contact lists.
4. Mail the Program of Activities to the contact lists when necessary.
5. Distribute PAL notices to place of worship, 55+ apartment blocks, community clubs, funders, elected officials, community organizations and also to post notices on community notice boards in public spaces.
6. Prepare and distribute public service announcements for media.
7. Develop and disseminate a quarterly newsletter to PAL members and for the website.
8. Maintain a digital visual history of PAL.
9. Receive requests for photographers from activity organisers for PAL events and programs and coordinate a schedule of volunteer photographers.
10. Maintain the PAL website.
11. Contribute content (articles, notices, PSA's) to local newsletters and websites and maintain the content and links that are on external websites.
12. Review and update promotional materials as needed.
13. Review promotional materials submitted by other committees, convenors, board members.
14. Maintain a comprehensive and up-to-date list of all websites and printed material wherein PAL has content.
15. Maintain an archive of printed articles.
16. Respond to the PAL email account and forward messages as appropriate.
17. Maintain a Communications Plan identifying stakeholders (internal and external), communications received and/or distributed and standards to be maintained for communications materials.

Meetings:

The Communications Standing Committee shall hold a minimum of three meetings each fiscal year.

Reports to:

The Communications Standing Committee reports to the Board of Directors. The chair will provide a monthly report to the Board and an annual report to the Membership at the Annual General Meeting.

Strategic Plan:

The Communications Standing Committee will develop an annual plan based on PAL (55+)’s Strategic Plan, objectives and operational needs. The Chair will report progress to the Board semi-annually or as requested.

Budget:

The Communications Standing Committee will develop an annual budget for approval by the Board of Directors in March of each year.

Approved June 10, 2019

TERMS OF REFERENCE, PAL (55+) BOARD STANDING COMMITTEES

III FINANCE STANDING COMMITTEE

Purpose:

The mandate of the Finance Standing Committee of the Board of Directors is to monitor, advise and report on all matters of financial significance to the Board and the Membership. It is also responsible for engaging and recommending an auditor for approval and appointment at the Annual General Meeting. The Fundraising Committee, the Grants Committee and the Sponsorship Committee are Sub-Committees of the Finance Standing Committee.

Composition:

The Finance Standing Committee shall consist of a minimum of three members, one of whom is the Board Treasurer and is appointed Chair. Previous Board members, non-Board PAL members and non-PAL members may be appointed to the Finance Standing Committee by the Board as deemed necessary to acquire financial expertise. One member of the Committee will be appointed Secretary. The President of PAL (55+) and the Executive Director are ex-officio members of the Finance Standing Committee. Decisions within the committee will be by consensus; a quorum is 50% +1. Any recommendation from the Finance Standing Committee to the Board shall be in the form of a motion, moved and seconded and duly passed.

1. *The Fundraising Sub-Committee*, which reports to the Finance Standing Committee, has a minimum of three members. It is chaired by a member of the Finance Standing Committee. The other members may be non-Board and non-PAL members as deemed appropriate by the Chairs of the Finance Standing Committee and the Grants and Sponsorship Sub-Committees. One member will be appointed Secretary.
2. *The Grants Sub-Committee*, which reports to the Finance Committee, has a minimum of three members. It is chaired by a member of the Finance Committee. The other members may be non-Board and non-PAL members as deemed appropriate by the Chairs of the Finance Standing Committee and the Fundraising and Sponsorship Sub-Committees. One member will be appointed Secretary.
3. *The Sponsorship Sub-Committee*, which reports to the Finance Standing Committee, has a minimum of three members. It is chaired by a member of the Finance Standing Committee. The other members may be non-Board and non-PAL members as deemed appropriate by the Chairs of the Finance Standing Committee and the Fundraising and Grants Sub-Committees. One member will be appointed Secretary.

Specific responsibilities:

The Finance Standing Committee shall be responsible for, but are not limited to, the following activities:

1. Maintain current and relevant Terms of Reference which are approved by the PAL Board.
2. Develop, review and, recommend financial policies and procedures for the organization;
3. Develop and implement a financial policy review schedule and make recommendations for revisions as required;

4. Develop, monitor and periodically review a long range financial plan to ensure stability and consistency with strategic directions for the Organization;
5. Advise the Fundraising & Grants Sub-Committee on the establishment of PAL's annual fundraising goals;
6. Advise, approve and monitor the fundraising Committee's annual fundraising plan;
7. Develop, implement, monitor and review budget development guidelines and make recommendations to the Board for revisions as required;
8. Monitor the development of other Standing Committees' operating budgets;
9. Develop an annual budget for the PAL(55+) that is consistent with its strategic directions and long range financial plan;
10. Monitor program fee development, the collection of drop-in monies, requests for funds, expenses and reimbursements on a regular basis;
11. Ensure that the Board receives monthly financial reports that display the financial results of each principle area of activity and include actual-to-budget-variance and year-to-date and are submitted in appropriate formats and within designated time frames;
12. Recommend to the Board each year the appointment of an accountant to conduct the annual financial review;
13. To ensure that the Organization's annual financial statements are fairly represented in accordance *with* generally accepted accounting principles and;
14. Ensure that any matter that the financial reviewer wishes to bring to the Board is given adequate attention.
15. Ensure record retention of all monthly and annual financial reports and any other documents necessary to the effective functioning of the Committee.
16. Prepare and submit to the Board, an annual operating budget.

Meetings:

The Finance Standing Committee shall hold a minimum of three meetings each fiscal year.

Reports to:

The Finance Standing Committee reports to the Board of Directors. The Treasurer (Chair) will provide a monthly report to the Board and an annual report to the membership at the Annual General Meeting. The Chair's report to the Board will include a report on any sub-committees and ad hoc committees the Finance Committee has established e.g. the Fundraising & Grants Sub-Committee.

Strategic Plan:

The Finance Standing Committee will develop an annual plan based on PAL (55+)’s Strategic Plan, objectives and operational needs. The Chair will report progress to the Board semi-annually or as requested.

Budget:

The Finance Standing Committee will develop an annual Committee budget for approval by the Board of Directors in March of each year.

Approved June 10, 2019

TERMS OF REFERENCE, PAL (55+) BOARD STANDING COMMITTEES

IV MEMBERSHIP STANDING COMMITTEE

Purpose:

The mandate of the Membership Standing Committee of the Board of Directors is to manage, retain and increase the membership of PAL (55+) by developing and implementing appropriate strategies.

Composition:

The Membership Standing Committee shall consist of a minimum of three members, one of whom is a current Board member and is appointed Chair. Previous Board members may be appointed to the Committee by the Board. One member of the Committee is appointed Secretary. The President of PAL (55+) and the Executive Director are ex-officio members of the Membership Standing Committee. Decisions within the committee will be by consensus; a quorum is 50% +1. Any recommendation from the Committee to the Board shall be in the form of a motion, moved and seconded and duly passed.

Specific responsibilities:

The Membership Standing Committee shall be responsible for, but are not limited to, the following activities:

1. Maintain current and relevant Terms of Reference which are approved by the PAL Board.
2. Maintain an efficient process for membership renewals.
3. Coordinate the updates to the membership card each year (e.g. colour changes, printing)
4. Receive and process applications for membership.
5. Maintain an up-to-date database of members.
6. Follow up on individuals who do not renew membership to determine cause and possible actions for the Board.
7. Provide analysis of membership statistics and trends including potential new members identified during outreach activities.
8. Make recommendations to the Board regarding annual membership fees.
9. Develop opportunities for recruitment and membership renewal. This may be done at PAL Activities such as the summer Picnic, the Christmas Party and the spring Zing into Spring celebration or at Community events.
10. Develop presentations and outreach opportunities to promote PAL in new and innovative ways.
11. Maintain outreach partnerships at organizations within the community.
12. Schedule regular coffee drop-ins at/in conjunction with Access Fort Garry as part of outreach to the community.
13. Arrange coffee dates in local senior apartments and residences to educate and promote membership as part of outreach.
14. Authorize and submit all Membership expenses and invoices to the PAL Administrative Assistant.
15. Coordinate volunteers to sit at Membership tables at PAL events.

Meetings:

The Membership Standing Committee shall hold a minimum of three meetings each fiscal year. The committee will meet on an as-needed basis to carry out its work. The first meeting for the year will be held in-person. Other meetings may be held by email or telephone.

Reports to:

The Membership Standing Committee reports to the Board of Directors. The chair will provide a monthly report to the Board and an annual report to the membership at the Annual General Meeting.

Strategic Plan:

The Membership Standing Committee will develop an annual plan based on PAL (55+)’s Strategic Plan, objectives and operational needs. The Chair will report progress to the Board semi-annually or as requested.

Budget:

The Membership Standing Committee will develop an annual Committee budget for approval by the Board of Directors in March of each year.

Approved June 10, 2019

TERMS OF REFERENCE, PAL (55+) BOARD STANDING COMMITTEES

V PROGRAMING STANDING COMMITTEE

Purpose:

The mandate of the Programming Standing Committee of the Board of Directors is to manage Drop-in Offsite and Onsite programs and Special Interest Groups (for Wellness, Leisure and Special Interest and Group Tours but excluding Computer classes), referred to as *PC Programs*. This includes the responsibility to initiate and maintain quality programs, services and activities that respond to the diverse and changing needs of older adults in the community in accordance with PAL(55+) by-laws and goals.

Composition:

The Programming Standing Committee shall consist of a minimum of three members, one of whom is a current Board member and is appointed Chair. Previous Board members may be appointed to the Committee by the Board. One member of the Committee is appointed Secretary. The President of PAL (55+) and the Executive Director are ex-officio members of the Programming Standing Committee. Decisions within the committee will be by consensus; a quorum is 50% +1. Any recommendation from the Committee to the Board shall be in the form of a motion, moved and seconded and duly passed.

Specific Responsibilities:

The Programming Standing Committee shall be responsible for, but are not limited to, the following activities:

1. Maintain current and relevant Terms of Reference which are approved by the PAL Board.
2. Establish PC programming within seasonal time frames: Fall, Winter, Spring & Summer.
3. Develop new PC programs or revise existing ones in response to participant feedback, needs assessments or surveys.
4. Maintain and approve the Program Registration Form. Make recommendations on changes to the form to reflect changing information needs.
5. Coordinate printing of Program Registration forms as required.
6. Choose appropriate program conveners and provide them with clear direction, orientation and supervision as necessary.
7. Monitor fees (revenue) and expenses for PC Programs on a regular basis, including session fees and drop-in fees.
8. Submit all publicity information to the Communications Standing Committee in a timely manner and in an appropriate format.
9. Maintain communication between Standing Committees, Sub and Ad-Hoc Committees.
10. Submit all necessary reports, program evaluations and surveys to the Board, in appropriate formats and within designated time frames.
11. Retain records of minutes, reports, program information, registration information, critical incidents, complaints, volunteer hours, etc. for PAL archives.
12. Establish Sub-Committees or Ad-Hoc Committees as necessary to fulfill PC Programming responsibilities.
13. Coordinate the activities of the Catering Committee.

14. Authorize and submit all PC Programming expenses and invoices to the PAL Administrative Assistant.

Meetings:

The Programming Standing Committee shall hold a minimum of three meetings each fiscal year.

Reports to:

The Programming Standing Committee reports to the Board of Directors. The chair will provide a monthly report to the Board and an annual report to the membership at the Annual General Meeting.

Strategic Plan:

The Programming Standing Committee will develop an annual plan based on PAL(55+)’s Strategic Plan, objectives and operational needs. The Chair will report progress to the Board semi-annually or as requested.

Budget:

The Programming Standing Committee will develop an annual Committee budget (PC Programming only) for approval by the Board of Directors in March of each year.

Clarification of Responsibilities:

The responsibility for activities within PAL (55+) which are not the responsibility of the Programming Committee are:

Regular Programs (paid instructors)	Executive Director
Computer Classes	Executive Director
Zing into Spring	Executive Director
Christmas Party	Executive Director
Volunteer Appreciation Event	Administration Assistant
Annual General Meeting	Board of Directors
Wine Pairing	Fundraising Committee

Approved June 10, 2019