



North Perth Community of Character
Character Council
Terms of Reference

Name

North Perth Community of Character **Character Council**

The Committee's Purpose Statement

The role of the Character Council is to provide direction for the North Perth Community of Character by establishing and maintaining the vision, policies and goals for the organization. The Council will function by the framework outlined in this document and will be a governance system for the organization.

Important duties and responsibilities

The Council will be responsible for the overall direction of the organization. The Council will ensure that a Strategic Plan is in place and is reviewed/updated at least every 5 years. Council members are expected to actively support the organization by promoting fundraising efforts, attending meetings and events, and communicating the organization's message and value in the community.

The committee's composition and roles

The Council will consist of a minimum of 8 general members. There is no restriction on the number of general members of the Council.

Acceptance of new members will be based on the approval of the majority of members present at the earliest possible Council meeting after receiving an application for membership. It is the responsibility of the Council members to recruit new members as needed. The Council will endeavor to have a membership that includes a broad representation of community groups (eg seniors, youth, business, education).

An executive will be elected from the general membership of the Council with the following roles:

Chair
Secretary
Treasurer

The role of Past Chair will be automatically filled by the outgoing chair at the time of an election. Executive members will serve a term of 3 years and may serve for a maximum of 2 consecutive terms. After serving 2 consecutive terms on the executive, a member may be elected to serve additional terms on the executive after serving at least one year as a general member.

The Council may choose to appoint sub-committees to address specific projects or tasks. All sub-committees will have at least one member of the Character Council on the committee and will be required to submit a report at each Character Council meeting outlining and updating the sub-committee's work.

Meetings

The Character Council will meet on a regularly scheduled basis as agreed upon by the membership, with a minimum of 4 meetings per calendar year. The Council will be governed by a consensus of membership and a meeting quorum will be 5.

It is the responsibility of members to actively participate in meetings through regular attendance. If a member is unable to attend 3 consecutive meetings, he/she will be asked to reconsider his/her seat on the Council and/or request a leave of absence from the Council. A member may request to participate in a meeting via video or teleconferencing if the appropriate equipment is available at the meeting site. This request should be made in advance of the meeting and only when absolutely necessary.

Resources, including financial resources and staff support

The Character Council will be self sustaining and will not operate with a negative bank balance without passing a special motion of the Council. The Council will oversee the operations of the organization's fundraising to ensure that sufficient funds are in place to support projects undertaken.

The Council will be responsible for the recruitment, orientation and overseeing of a Co-ordinator who will be responsible for carrying out the day-to-day operations of the organization according to the direction of the Council. The recruitment process will fair and transparent, and managed in a professional manner by the board. The Co-ordinator will report to the board regularly, will have a detailed job description or terms of reference, annual performance objectives and an annual performance review. The total compensation package of the Co-ordinator is approved by the board or a board committee and expenses are reviewed at least annually by a member(s) of the board. The board annually discusses the succession plan for the Co-ordinator.

Annual objectives

The organization will have a process to identify its major strategic and operational risks and a plan to minimize and mitigate these risks. The plan will be reviewed annually by the board.

The organization will have a process to review its insurance coverages. A summary report is reviewed annually by the board.

Reporting details

The Council or a Council Committee will oversee the organization's compliance with its own governing documents (e.g., letters patent, by-laws) and all applicable federal, provincial and municipal laws and regulations.

Conflict of Interest

The Council will create a policy to monitor and control conflict of interest by Council members with the activities and interests of the Community of Character. The policy should require those with a conflict (perceived or actual) to disclose the potential conflict and prohibit interested council members from voting on any matter in which there is a conflict.

Process for review and evaluation of the committee

At least annually, all Character Council members will complete a self-evaluation form with the intent of identifying areas of weakness and opportunities for improving the operations of the Council.

Approval date and review date of the terms of reference

These Terms of Reference should be reviewed by the Council or a Committee appointed by the Council annually. Suggested changes are to be brought to the Council for review and adoption as needed.

Date of Adoption: _____April 21, 2020_____

Date of Last Review: _____April 21, 2020_____

Signature of Character Council Chair: _____Sue Shepski_____