

SUBCOMMITTEE TERMS OF REFERENCE

1. PURPOSE

- 1.1. This policy provides guidelines regarding the processes, structures, and operations associated with the VIPCS committees.

2. GENERAL

- 2.1. Every standing Committee shall have a Terms of Reference that must be included in this Policy Manual or in the Society's Bylaws and posted on the Society's website.
- 2.2. A committee member is someone seated on a committee in accordance with the terms of reference of the
- 2.3. appropriate committee.
- 2.4. Committee meetings may be called by the Chair of the Committee or any two members of the Committee.
- 2.5. Regrets for attending a committee meeting shall consist of written notification to the committee chair in
- 2.6. advance of the meeting.
- 2.7. Regrets shall be given at least twenty-four (24) hours before the start of the meeting except in extenuating
- 2.8. circumstances.
- 2.9. The quorum of a Committee shall be half of the voting members of the Committee but no fewer than three.
- 2.10. Committee members who give regrets to the committee Chair in advance of the meeting are excluded from
- 2.11. the calculation of quorum.
- 2.12. The committee Chair may designate another member of the Committee as an acting chair during the committee Chair's absence, or in the event an alternate chair is not appointed, an alternate committee Chair shall be elected for the meeting from the members of the committee.
- 2.13. No committee member shall hold more than one (1) vote at any Committee meeting.
- 2.14. Notice of committee meetings must be sent issued at least two days in advance. Notice shall include the time, agenda and place of the meeting. Notice shall be circulated to committee members and made available through the Society website.
- 2.15. All committees must comply with VIPCS Bylaw and Constitution and Policy Manual and strive to serve the Society's purposes. All committees must strive to promote member engagement, democratic governance, and transparency
- 2.16. Any member of the Society may attend any open Committee meeting with voice but without vote.
- 2.17. No committee member may be excluded from any meeting of the Committee to which they belong, and Committee members shall have both voice and vote at all meetings of their Committee. However, members may be ejected from meetings and/or removed from the committee for abusive behaviour.
- 2.18. All Committees shall keep detailed minutes of Committee meetings. Electronic copies shall be provided to the Secretary of the society within seven (7) days of the meeting, and approved Committee minutes shall be posted online within a reasonable time.

3. APPOINTMENT OF COMMITTEE MEMBERS

- 3.1. Committee members shall be appointed by ordinary resolution of the Board.
- 3.2. Committee members are appointed for a term of up to one year.

4. UNSEATING OF COMMITTEE MEMBERS

- 4.1. A committee member who misses three (3) consecutive meetings without providing regrets shall be automatically removed from the Committee. Notice of members automatically unseated will be given at the next Board meeting.

5. COMMITTEE CHAIRS

- 5.1. Committee chairs will be the Board Director who is seated on the committee.
- 5.2. The Chair of a committee shall: call meetings, set agendas and issue notice of meetings at least two (2) days in advance of the meeting; chair meetings; ensure there are regular reports on Committee activities to Board; be responsible for Committee minutes; report all committee unseatings to the next Board meeting; and shall make sure the Committee minutes are passed within two Committee meetings.

6. AD-HOC COMMITTEES

- 6.1. Ad hoc committees shall be formed by an ordinary resolution of the Board.
- 6.2. Ad hoc committees shall be automatically dissolved once their mandate is fulfilled or their term as approved by the Board is over (whichever comes first).
- 6.3. Ad hoc committee shall be formulated with a terms of reference including specific tasks, member composition, and an expected end date for the desired outcome of the committee's work.
- 6.4. Ad hoc committees must comply with VIPCS Constitution and Bylaws and policies.

7. COMMITTEE MEMBERS' RIGHTS, DUTIES AND EXPECTATIONS

- 7.1. Members of a committee sit in a capacity to represent the interests of members at large.
- 7.2. As a best practice, committee members are expected to broadly consult the members of the Society, including the Board of Directors, expert opinion, and members at large.
- 7.3. The VIPCES website and email bulletin may be used by the committee to solicit information.
- 7.4. All committee members, except non-voting members, of committees have the right to voice in meetings, the right to move, second and vote on motions, and the right to submit agenda items;
- 7.5. All non-voting members of committees have the right to voice in meetings and the right to submit agenda items.
- 7.6. All members of a committee are voting members except where defined in a committee terms of reference.

8. THE STANDING COMMITTEES OF VIPCS

- 8.1. The standing committees of VIPCS are:
 - Bylaw and Policy
 - Communications
 - Events
 - Finance
 - Services

9. BYLAW AND POLICY COMMITTEE

9.1. Purpose

Oversee the development and maintenance of the Society's policy manual and bylaws.

9.2. Duties

Develop the Society's policy manual; Review the policy manual; Review and maintain the Bylaws of the Society; Bring suggested changes to the Policy Manual to Board meetings; Bring suggested changes to the Constitution and Bylaws to Board meetings for review before a general meeting of the Society; Review the wording of suggested motions to amend the Constitution, Bylaws, and Policy Manual (code) to the current code, but shall not revise the spirit of the motion; and Perform other duties related to the Constitution, Bylaws, and Policy Manual as directed by the Board.

9.3. Membership

- The Chair of the Society (Chair),
- A minimum of two (2) members of Board of Directors,
- Up to three (3) community members at large; and
- Additional members as appointed by the Board.

10. COMMUNICATIONS COMMITTEE

10.1. Purpose

To communicate VIPCS activities and updates to the membership; and to oversee the publishing of all formal VIPCS documents.

10.2. Duties

Promote VIPCS activities in conjunction with the Events committee; produce the VIPCS monthly bulletin; communicate to the membership the progress of VIPCS; establish, develop, and oversee VIPCS website; conduct all VIPCS email communications; carry out all other communications duties as directed by the Board.

10.3. Membership

- The Director of Communications (chair of the committee);
- A minimum of two (2) members of the Board of Directors;
- Up to three (3) community members at large; and
- Additional members as appointed by the Board.

11. EVENTS COMMITTEE

11.1. Purpose

To engage the membership through events and activities while promoting the Persian-Iranian culture in the broader community in lower Vancouver Island area.

11.2. Duties

Plan, organize and promote key cultural events such as Nowruz, Yalda, Tirgan, and Megregan for instance; identify, plan, and organize other social, cultural, educational, and recreational events and activities that interest or benefit the membership throughout the year; Carry out all other duties as approved by the Board.

The Events Committee has the authority to plan, organize, and promote events as long as they do are within the boundaries of the Society's Bylaws and Constitution and Policy Manual. The general budget for individual events must be recommended by the Committee to the Board for approval.

11.3.Membership

- The Director of Events (Chair)
- Treasurer
- The Events Coordinator (or delegate)
- Up to three (3) community members at large; and
- Additional members as appointed by the Board.

12. FINANCE COMMITTEE

12.1.Purpose

To oversee the overall financial administration of the VIPCS.

12.2.Duties

Support and advise on transparency of the financial administration of the VIPCS; Develop an annual budget for all VIPCS operations; Oversee the maintenance of the VIPCS budget, and to make recommendations to the Board on capital expenditures; Make recommendations to the Board on all significant matters of financial administration and policy; identify and recruit financial resources for the Society; carry out and oversee all transactions (payments, reimbursements, etc.) of VIPCS; and carry out all other duties as directed by the Board;

12.3.Membership

- Treasurer (chair);
- Vice-President;
- A minimum of one (1) additional member of Board of Directors;
- Up to three (3) community members at large; and
- Additional members as appointed by the Board.

13. SERVICES COMMITTEE

13.1.Purpose

To identify, plan and offer services benefiting the membership.

13.2.Duties

Identify key services necessary for various populations of the membership, including new comers, students, business owners, families with dependents, low income individuals and families, and other populations as identified by the Committee; provide, monitor, and evaluate the sated services; and carry out all other duties as approved by the Board.

The Services Committee has the authority to plan, offer, and promote events as long as they do are within the boundaries of the Society's Bylaws and Constitution and Policy Manual. The general budget for individual services must be recommended by the Committee to the Board for approval.

13.3.Membership

- The Director of Services (Chair);
- A minimum of two (2) additional members of Board of Directors;

- Up to three (3) community members at large; and
- Additional members as appointed by the Board.

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