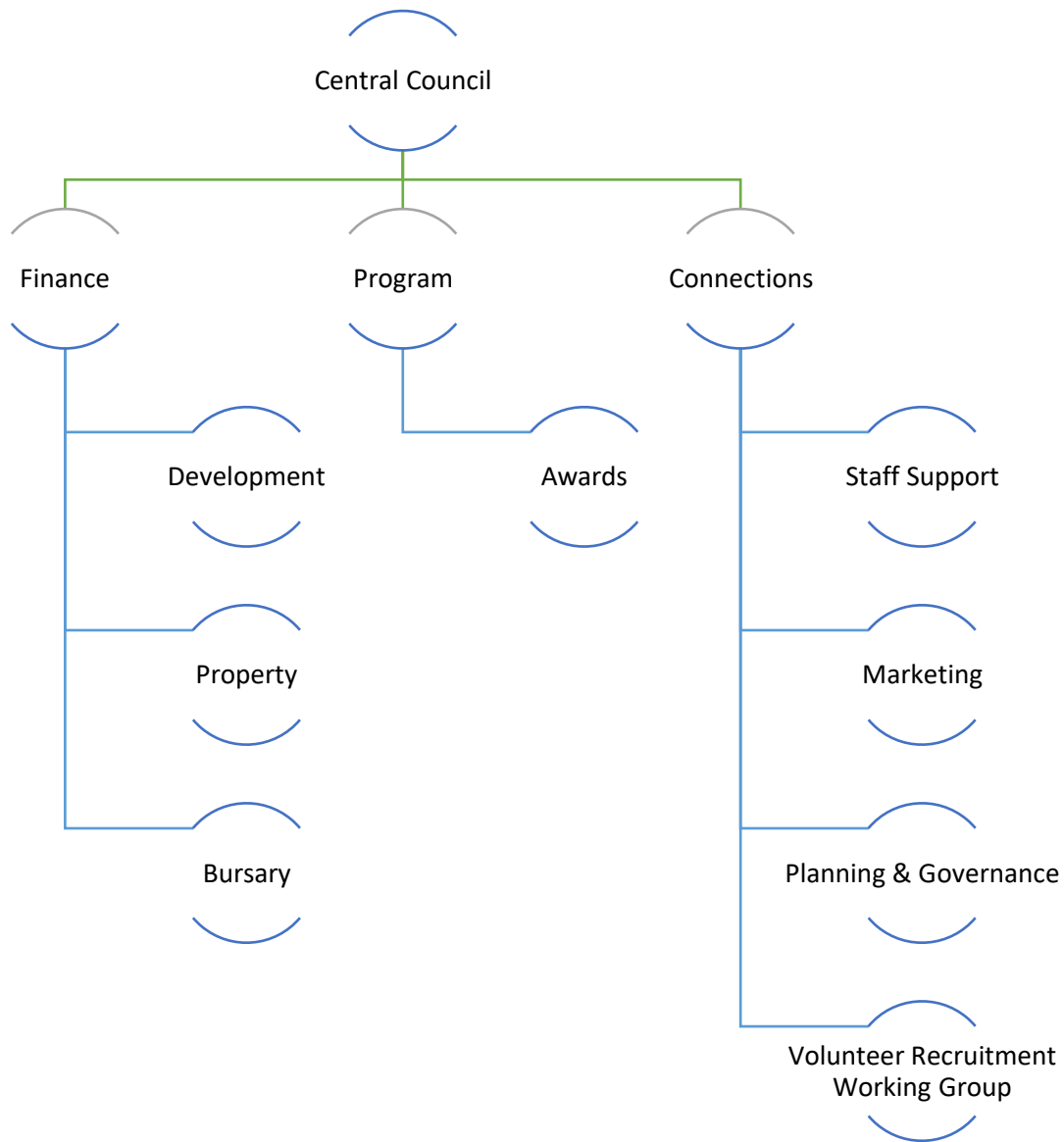


Terms of Reference for Centre for Christian Studies Committees and Working Groups

There are three Committees, each with one or more Working Groups. The text follows the outline (Finance Committee and its Working Groups, then the Program Committee and its Working Group, and then the Connections Group with its Committees and Working Groups). Click on a Committee or Working Group name to jump to its terms of reference.



Finance Committee

Purpose

To assist the Central Council in fulfilling its oversight responsibilities for financial reporting and audit processes by ensuring that the financial records are complete, accurate and timely and that they comply with all legal and accepted ethical principles, and to offer direction for the long term financial sustainability of the Centre for Christian Studies.

Duties and Responsibilities

1. Work with Central Council in setting annual priorities for the work of this committee and CCS.
2. Draft a budget in collaboration with the Principal, based on the strategic plan and priorities and present to the Council for approval. A draft will normally be presented to the Council for review in November with the finalized budget for approval in December.
3. Review financial statements monthly.
4. Report to each Central Council meeting, and provide representation to each Central Council meeting.
5. Approve annual tuition changes
6. Stay current on changes to financial reporting, taxation, etc. and ensure appropriate adjustments are made.
7. Ensure organization's legal compliance in financial matters.
8. Regular review and revision of accounting and financial policies and procedures.
9. Ensure audit is completed and results presented to the Council and Annual General Meeting.
10. Confirm annually that the Charity Return has been submitted.
11. Recommend to the Council the appointment of an external auditor.
12. Meet with the auditor annually and review the audit letter and management's response to any weaknesses identified.
13. Educate all board members about their financial responsibilities.
14. Select investment manager(s) and meet regularly for accountability of investment management in keeping with the investment policies of CCS
15. Review investments annually in light of ethical investment policies
16. Discuss future funding trends, assess organizational capacity to fundraise, determine role of Council and membership in revenue generation and develop a financial sustainability plan.
17. Liaise with the Development, Bursary and Property Working Groups ensuring membership in place (in consultation with the Recruitment Working Group), their effective functioning and providing a channel for any policy or other matters needing to go to Central Council.
18. The Finance Committee will work closely with the Development Working Group in any major fund raising initiatives.
19. Appoint one of its members to the Bursary Working Group
20. Ensure that the assets of the organization are properly and adequately protected by insurance and that the Directors, Officers and staff are also protected from litigation.
21. Provide guidance and support to staff responsible for finances.

22. Minute all meetings, while ensuring confidential material is filed appropriately
23. Review the committee membership, its skills and experience, and those required to fulfil the mandate of the committee, and report to the Recruitment Working Group in preparation for the Annual Meeting and as needed

Responsibilities of the Treasurer

1. Chair meetings of the Finance Committee.
2. Work with the Office Administrator and Bookkeeper to ensure that good bookkeeping and accounting practices and procedures are followed.
3. Work with staff to prepare and submit the annual budget to the Finance Committee.
4. Ensure there is adequate cash flow and short term investments in consultation with Finance Committee.
5. Liaise with the convenors of the Development, Bursary and Property Working Groups.
6. Be a member of the Council and Executive.

Staff Responsibilities

The Principal and Office Administrator work with the Treasurer and the Finance Committee to ensure that information and resources are available so that the Committee can fulfill its mandate, and provide assistance to the Bursary and Property Working Groups. The Development Coordinator will work with the Development Working Group. Staff are full members of the Committees and Working Group entitled to vote unless otherwise indicated.

Composition and Qualifications

Membership

Treasurer who shall convene the committee and shall be a member of the Central Council and its Executive.

3 members

1 student representative

Principal who shall be a full voting member of the Committee

Office Administrator (non-voting resource)

Convenors of Development, Bursary and Property Working Groups shall be corresponding members of the Finance Committee, attending meetings only as required.

Qualifications

- members shall be free of conflict of interest (e.g. CCS' Investment brokers, auditors, employee's family cannot be committee members)
- among the committee members there shall be expertise in financial management and accounting

Commitment

Meetings

Regular meetings, once a month

Terms of Appointment

2 years, renewable twice

Development Working Group

Purpose:

The Development Working Group will work with the Development Coordinator to develop ways and means to enhance public awareness of CCS and to help raise funds essential for the CCS budget and enhance the financial sustainability of CCS.

Duties and Responsibilities:

1. Collaborate with and provide guidance and support to the Development Coordinator on setting annual priorities, including initiatives related to funding of general operations, the endowment fund, bursary support and other special projects.
2. Discuss future funding trends, organizational capacity to fundraise, and explore role of Council and community in revenue generation.
3. Give input to the Finance Committee for the development of a long-range financial sustainability plan and support the implementation of the plan.
4. Respond to policy directions and strategic plans set out by the Central Council.
5. Develop a process to establish and train a network of volunteers across the country who are committed to fulfilling the goals of communication and fundraising, as needed.
6. From time to time, advertise the Endowment, Bursary and Trust Funds, and other special foci for donations.
7. Participate in recruitment and training of volunteers related to development.
8. Maintain connections with alumni/ae.
9. Communicate and coordinate with Communication & Promotion and Finance committees, as needed.
10. Propose policy related to Development to the Central Council, including the review of ethical guidelines for funds acquisition and gift acceptance.
11. Evaluate development strategies and work carried out.
12. Consult with Development Coordinator on the preparation of an annual development budget to be submitted to the Finance Committee each July.
13. Minute all meetings, while ensuring confidential material is filed appropriately.
14. Respond to Central Council requests for input into Strategic Planning

Staff Responsibilities:

This is a Working Group and much of its work will be in response to the direction of the Development Coordinator and in support of her/his work in the areas of development and fundraising.

Membership

3 - 5 members, including 1 student and including at least one Anglican and one United Church representative. The committee shall name its own convener.

Skills among the membership

- experience and ability in areas of fundraising, alumni support, development
- broad knowledge of various CCS networks
- representative of various regions of the country
- familiarity with the history of CCS
- have knowledge of or a willingness to learn about CCS
- be willing to promote CCS in the wider community
- be willing to share in the work of the committee between meetings

Accountability

- To Central Council with a written report at least twice annually.
- The Development Working Group will submit a written report for the Annual Report as requested.
- The convener of the Development Working Group shall be a corresponding member of the Finance Committee, attending meetings only as needed.
- Either the convener of the Working Group or the Development Coordinator may ask for time at Central Council meetings for the purposes of their development work.
- Submit a copy of all minutes to Administrative Assistant for official records

Meetings

- The working group will meet as needed, up to 6 times a year, as a full working group.
- Working Group members will also be asked to organize small task groups for specific pieces of work needed by the Working Group.
- The committee shall meet by telephone, email, or by Zoom.

Terms of Appointment

Two years, renewable twice

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Property Working Group

Purpose

The Property Working Group shall be responsible for the oversight of the safety, maintenance and repair of all CCS properties.

Property Working Group Responsibilities

1. Conduct a regular review of the facilities, at least annually.
2. Develop a maintenance plan, for long and short term maintenance and a schedule for conducting the work.
3. Oversee maintenance needs, normally working within budget. Emergency repairs up to \$5000 can be authorized by the Working Group, its Convener or the CCS Principal. Repairs of over \$5000 require authorization of the Council or its Executive.
4. Ensure there is adequate insurance on building and contents.
5. Provide a written report or provide representation to Finance Committee or Central Council meetings when necessary.
6. Propose policy related to Property to the Central Council through the Finance Committee.

7. Prepare and submit a budget to the Finance Committee for anticipated maintenance costs or special projects.
8. Minute all meetings

Staff Responsibilities

1. To ensure
 - a. Contracts are arranged for maintenance such as snow removal and cleaning.
 - b. Tradespeople are hired as needed.
 - c. Any contracts with tenants are in place.
 - d. Oversee day to day or emergent maintenance needs, reporting these to the Property Working Group for inclusion in budget or assistance as needed.

Membership

- 3 members to be from Winnipeg
- 1 Staff member

The committee shall name its own convener and the convener shall be a corresponding member of the Finance Council, attending only when necessary.

Skills among membership

- general knowledge of building systems
- connections to skilled labour pool and tradespeople
- familiarity with property insurance

Accountability

To Central Council through the Finance Committee for planning, budget and policy matters.
To the Principal for emergency repairs, routine maintenance and contract information.
The Property Working Group will submit a copy of minutes to Administrative Assistant for official records.

Meetings

At the call of the Convener or Staff at CCS for 1 to 1 ½ hours.

Terms of Appointment

- 2 years, renewable twice

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Bursary Working Group

Purpose:

The Bursary Working Group distributes bursaries to CCS Diploma and certificate students needing financial aid.

Responsibilities

1. Be familiar with the bursaries available through CCS and their terms of reference.
2. Work with the Principal on the annual application to the United Church for bursary funds.

3. Establish and maintain clear criteria for distribution of all bursaries administered by CCS.
4. Be familiar with CCS bursary polices and recommend any policy changes needed to the Council through the Finance Committee.
5. Set a date in cooperation with the Principal by which applications are due.
6. Design an application form for students and ensure its distribution.
7. Receive applications and determine what student aid will be given to students based on the criteria for distribution.
8. Inform the students and the Administrative Assistant of amounts approved for each student. The Administrative Assistant will credit the tuition account of the student with the amount named by the Bursary Working Group.
9. Request all students receiving bursaries to write a letter of appreciation to a CCS contributor.
10. Distribute Emergency Bursaries to students who need them upon recommendation of the Principal.
11. Ensure that the Administrative Assistant has all needed information to prepare T4A slips for students.
12. Minute all meetings

Membership

1 member of the Finance Committee (appointed by the Committee)

1 person at arm's length from CCS who will convene the Working Group

The Bursary Working Group will keep the financial information shared by students confidential.

Accountability To Central Council through the Finance Committee for planning, budget and policy matters. To the Principal for administrative matters.

The Bursary Working Group will submit a copy of minutes to Administrative Assistant for official records.

Meetings

At the call of the Convener. A significant amount of work is needed for decision making following the deadline for applications, with lesser amounts at other points in the year.

Terms of Appointment 2 years, renewable twice

Supporting Policies

- Bursary Policy Bursary
- Scholarship Investment Fund

- Add to file: Information about bursary criteria. Application forms for students.
Application forms for United Church Bursary grant.

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Program Committee

Purpose

The Program Committee oversees and supports programs of studies devoted to the preparation for lay and diaconal ministries of education and worship, social justice and spiritual care.

Duties and Responsibilities

Environmental Scanning and Direction Setting

1. Listen to the needs of the United and Anglican Churches for an educated diaconal ministry.
2. In consultation with Staff and Central Council articulate emerging program directions and needs.

Overseeing Program

1. Work with Central Council in setting annual priorities for the work of this committee and CCS.
2. Ensure that the program design and content reflects the educational mandate, philosophy and theological stance of CCS.
3. Develop (in consultation with staff) and approve Curriculum Guidelines for diploma, certificate, joint diploma/degree and continuing education programs.
4. Develop and propose policy related to these programs.
5. Oversee and conduct regular evaluation of programs.
6. Prepare and submit an annual budget to the Finance Committee in October.
7. Minute all meetings, while ensuring confidential material is filed appropriately

Extending Resources and Partnerships—Internal and External

1. Ensure that a copy of the program requirements for completion of the program for each year are filed.
2. Review staff sabbatical proposals and report to Human Resources Committee.
3. Establish Working Groups and Task Groups as needed for specific programs or issues.
4. Review the committee membership, the ongoing skills and experience of members and other skills and experience required to fulfill the mandate of the committee, and report to the Recruitment Working Group in preparation for the Annual Meeting and as needed.
5. Oversee the agreements for Joint Degree.

6. Ensure CCS requirements for the granting of testamur for the United Church of Canada are sustained.

Responding to Academic Issues and Concerns

1. Consider and respond to academic concerns expressed by students and Program Staff;
2. Handle student appeals as outlined in appeal policies.
3. Explore broad issues of academic concern.

Composition and Qualifications

Responsibilities of Staff

Identify program initiatives, clarify matters related to the operation of the program, provide administrative support, and participate in the work of the committee. Staff are full members of the Committees and Working Groups entitled to vote unless otherwise indicated.

Membership

1 student representative

6 members

Staff: One Program staff member, plus Principal

The Chair (or designate) will be a member of Central Council.

Skills among the membership

- the committee membership should reflect a diversity in areas such as: graduates, educators, continuing studies participants, ethnic and cultural minorities, members of the founding denominations, genders.
- have an appreciation for an action reflection model of education
- have knowledge of or a willingness to learn about CCS programs
- have knowledge of or experience in theological education and/or other institutions of post-secondary education.
- be willing to promote the programs of CCS in the wider community
- be willing to share in the work of the committee between meetings.

Commitment

Meetings

The committee will meet 5 -6 times a year as a full committee, normally by telephone, email, and/or an online video platform. Participation and leadership in task groups as required by the work of the committee is also expected. The meetings are approximately 2 hours long. Preparation is required for all meetings.

Terms of Appointment

Two years, renewable twice

Authority/Decision Making

Accountability

- to Central Council with a written report and representation to each Council Meeting
- Submit a copy of minutes to Administrative Assistant for official records.

Supporting Policies

- Accommodation Costs Policy
- Admissions
- Appeals re-Continuing in the Program
- Chaplain for Learning Circle Policy
- Computer Requirements for CCS Program
- Disability Accommodation (Structural and Pedagogical Limitations)
- External Courses
- French Language Policy
- Global Perspectives Experience (GPE)
- Guidelines for Completing the Program Policy
- Guidelines for Continuing in the Program Policy
- Library Policy
- Ordained Persons in Candidacy for Diaconal Ministry
- Plagiarism Policy
- Re-admission/Change of Status Policy
- Reflection Year Policy
- Residential Circles
- Screening Policy
- SSC-CCS Degree Policy
- Student Absence
- Student Status
- U of W CCS Degree Policy
- Year Long Certificate Policy

Protocols and background documents

1. copyright – in Student Handbook Ed4/03 p. 18-19
2. Goals and Strategies for Diversity Dec 19 04
3. Review of Learnings Process 8/1/04

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Awards Working Group

Purpose

To be stewards of scholarships and awards that uphold CCS's commitment to life-long learning, and to recommend Companions to the Central Council.

Responsibilities

1. Review and determine awards schedules.
2. Advertise the Scholarship and Trust Funds and Companions of the Centre for award.
3. Develop and periodically review an appropriate application form for Scholarship and Trust Funds, and Companion of the Centre.
4. Remain current on the financial status of the funds.
5. Accept applications for the Scholarship and Trust Funds, review the applications and make decisions about Scholarship and Trust awards, report decision to Central Council for information (Note: a separate process exists for the application and award of Bursary funds to CCS students)
6. Notify recipients in writing and ensure they are provided with information about the history of the award.
7. Notify unsuccessful applicants in writing.
8. Ensure that staff properly process the awards and receipts.
9. Accept applications for the Companion of the Centre and recommend recipient(s) to Central Council for approval.
10. Minute the terms of reference of the Funds annually and prepare recommendations for any changes to the Annual Meeting.
11. Minute all meetings, while ensuring confidential material is filed appropriately.
12. Review the Working Group membership, its skills and experience, and those required to fulfill the mandate of the committee, and report to the Recruitment Working Group in preparation for the Annual Meeting and as needed.

Membership - 2 Members, 1 Student, 1 Staff Member

The Working Group meets by telephone or Zoom, so membership can be located throughout the country. The Working Group shall name its own convener and the convener shall be a corresponding member of the Program Committee, reporting when necessary.

Skills among the membership

1. interest in CCS
2. appreciation of CCS's community careful decision makers

Accountability to Central Council providing written reports as needed to the Program Committee or the Central Council submitting a copy of minutes to Administrative Assistant for official records.

Meetings two to three times a year, time between meetings to review documentation

Terms of Appointment 2 year term, renewable twice

Supporting Policies: Currently no policies

Add to file: Criteria for scholarships and for Companion of the Centre. Any protocols related to the invitation to potential Companions of the Centre. Scholarship Application form. Nomination forms for Companion of the Centre.

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Connections Group

Staff Support Committee

Purpose

The Staff Support Committee supports the human resources responsibilities of the principal, and decision making of Central Council through consultation, recommendation and coordination.

Duties and Responsibilities

1. Consultative reflection with principal, staff and volunteers on staff configuration
2. Consultative reflection with principal, as needed, on emerging staff issues
3. Recommendation (with principal) of staff configuration
4. Coordinating staff search and selection
5. Coordinating the Principal's annual performance review
6. Recommendation of salaries and cost of living increases
7. Coordinating hospitality for welcoming and leave-taking in staffing transitions
8. Conduct Exit Interviews with departing staff.
9. Minute all meetings, while ensuring confidential material is filed appropriately

Composition and Qualifications

3- 5 Members

Principal

The chair of the Staff Support Committee shall be a member of the Central Council in rotation with the other Committee Chairs of the Connection group.

Staff are not entitled to vote on this Committee.

Skills among the membership

- interest in the program and values of CCS
- experience with personnel policies and the legal requirements of their implementation.
- appreciation of CCS's commitment to a staff model of shared accountability and leadership
- commitment to working to provide a fair working environment, just employment practices and strong staff and volunteer morale.

Commitment

Meetings

The committee will meet quarterly. On occasion it may meet more frequently, or at short notice. Committee members may be required to carry out work between meetings and participate in working groups. The chair (or designate) will be a member of Central Council in rotation with the other Committee Chairs of the Connection group.

Terms of Appointment

2 year term, renewable twice

Authority/Decision-making

Accountability

- To the Central Council.
- Submit a copy of minutes to Administrative Assistant for official records.

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Marketing Committee

Purpose: The Marketing Committee will work with CCS staff to develop plans and strategies for recruiting students, promoting CCS to its constituencies (donors, students, volunteers, churches); and raising public recognition and awareness of CCS.

Duties and Responsibilities

1. Work with staff to develop an annual plan for integrated, consistent communication and promotion:
 - a. Externally - with churches, institutions, and the general public in order to raise CCS's profile as a centre of learning and attract potential students;
 - b. Internally – with donors, students, friends and volunteers, in order to keep them informed and connected.
2. Work with staff to develop strategies for recruiting students and participants for CCS's Leadership Development Module, Diploma program, and other programs.
3. To provide support to the Editor (staff) through shared responsibility for content and evaluation of Common Threads Responsibilities:
 - a. Assist in the provision of content
 - b. Form a network of information providers that would:
 - i. encourage the community to communicate with CCS and broaden the scope of content
 - ii. gather information, stories and interviews about people related to CCS— graduates, friends, students
 - c. provide theological reflection on current events
 - iii. evaluate design, layout, content, and distribution in collaboration with Editor
4. Offer feedback and suggestions to staff regarding branding, key messaging, promotional materials, media events, etc.

5. Serve as “antennae” on perceptions of CCS, what people are asking, how key messages will be received.
6. Ensure diverse perspectives (geographic, cultural, denominational, generational, etc.) are considered in promotional messages and materials.
7. Work with staff to recruit people regionally to staff exhibits for church meetings and gatherings.
8. Do research on target audiences to focus and improve marketing strategies.
9. Gather information on what competing organizations are doing to help staff stay on top of trends and developments.
10. Launch special projects that staff are unable to pursue but that benefit CCS.
11. Prepare and submit an annual budget to the Finance Committee in October.
12. Review the committee membership and report to the Volunteer Recruitment Working Group prior to the Annual General Meeting as needed.
13. Ensure minutes are taken of all meetings, and file confidential material appropriately.

Composition and Qualifications

Membership

4 members, including at 1 student, 1 staff member from the Communications Cluster (Development Coordinator, Information and Program Administrator, Principal), Conveners of the Website and any ad hoc Working Groups will receive minutes and attend meetings as required. A secretary can be recruited if necessary.

Desired abilities, skills, connections

- Background in writing, advertising, layout, design, editing, photography
- specific skills relating to marketing and recruitment.
- Familiarity with social media and other new technologies (Facebook, Twitter, video conferencing, on line education)
- Connections with communication professionals (e.g. graphic designers, web managers, journalists, media consultants)
- Knowledge of CCS networks
- Familiarity with history of CCS or willingness to learn about CCS
- Willingness to promote CCS in the wider community
- Willingness to do committee work between meetings.

Responsibilities of Staff:

- Identify and initiate communication and promotion initiatives.
- Give leadership in the planning process and the implementation of strategies.
- Provide administrative support to committee.

Staff are full members of the Committee and its Working Groups unless otherwise indicated.

Commitment

Meetings: The committee will meet 5-6 times a year as a full committee and in working groups as required. Meetings may be held by Zoom and e-mail.

Terms of Appointment: Two years, renewable twice

Authority and Decision Making: Recommendations and decisions of the Committee are reached by consensus to the extent possible. Minutes are to be sent electronically to CCS staff and Committee members and submitted to the Admin Assistant for official records

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Planning and Governance

Purpose

To assist the Council in setting and monitoring its mission and planning, and to provide oversight of its records.

Duties and Responsibilities

1. Planning and policy overview ensuring that:
 - Past achievements and accomplishments are reviewed
 - There is a comprehensive set of policies and procedures.
 - These are easy to access and there is a process for updating.
2. Responsible to see that all necessary books and records of the Corporation that are required by the by-laws of the Corporation or by any applicable statute or law are regularly and properly kept. Minutes of Central Council and all Committees will be reviewed annually to ensure proper records.
3. Be the custodian of the corporate seal of the Corporation and of all books, papers, records, correspondence and documents belonging to the Corporation.
4. Ensure an Annual Report and audited financial statement are submitted annually to The United Church of Canada and the Primate of the Anglican Church of Canada or the delegate of the Primate for review.
5. Monitor bylaw adherence and prepare bylaw change proposals for Central Council and the Annual Meeting.
6. Ensure minutes taken of all meetings, while ensuring confidential material is filed appropriately.
7. Review the committee membership, its skills and experience, and those required to fulfill the mandate of the committee, and report to the Recruitment Working Group in preparation for the Annual Meeting and as needed.
8. Communicate as needed with Central Council
9. Working with staff and Working groups, prepare and submit an annual budget to the Finance Committee

Composition and Qualifications

3 members

Principal

Skills needed:

- capacity to see the organization as a whole and to understand its various parts
- imagination for the future of CCS

- awareness of the needs of church and society for diaconal ministries.
- Attention to detail in planning and records keeping
- Commitment to the perspectives on social justice of CCS

Commitment

4-6 meetings per year by Zoom and work between meetings by email. Those examining records will require a significant block of time once each year for this task. The Chair (or designate) will be a member of Central Council in rotation with the other Committee Chairs of the Connection group.

Terms of Appointment

2 year term, renewable twice

Authority/Decision Making

Staff are full members of the Committees and Working Group entitled to vote unless otherwise indicated.

Accountability

- to Central Council

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Volunteer Recruitment and Support Working Group

Purpose: To ensure effective governance and strong volunteer leadership for CCS through recruitment and support that enhances volunteer participation and enables volunteers to contribute effectively and meaningfully to the mission of CCS.

Duties and Responsibilities

Recruitment

1. Review the terms of reference of Central Council, Committees and Working Groups annually.
2. Develop a succession plan for members of Council, Committees and Working Groups to ensure continuity
3. Develop Council member recruitment materials, including position descriptions and committee terms of reference.
4. Review Council members' eligibility for re-election and the Council composition to ensure diversity, skills and expertise required by the Council.
5. Develop and maintain broad networks within the churches and community.
6. Develop and maintain a list of potential volunteers and their skills.
7. Receive information about volunteer tasks needing to be done through the Principal or staff, work with the Principal or staff to create job descriptions, and advertise the volunteer positions as appropriate.
8. Match volunteers with jobs needing to be done in the organization on Council, Committees or Working Groups, or pass on names to staff if the person is to work in the administrative section of the organization.

9. Interview and screen volunteers as needed.
10. Prepare a slate of candidates for Council and Committees for the Annual General Meeting, taking into account Committees' membership reports and requirements.

Orientation and Support

1. Prepare orientation packets for new volunteers that describe their jobs and accountability as well as orientation to CCS and the work of the Central Council, Committees and Working Groups.
2. Provide mentors when possible within the assigned body to provide support to new members.
3. Monitor the work of volunteers, giving support as needed.
4. Contact Council/Committee/Working Group members who are unable to complete their terms to offer care and invite feedback.

Evaluation and Appreciation

1. Provide an evaluation tool for outgoing members to offer feedback on their experience.
2. Write thank you letters to outgoing volunteers and plan celebrations to recognize their contributions.

Policies and Protocols

1. Research trends, best practices and current resources to enhance volunteer recruitment, screening, orientation and training, evaluation and recognition.
2. Create and review policies, practices, and standards for volunteer recruitment and enhancement as necessary and make recommendations to the Council through the Planning and Governance Committee.
3. Ensure risk management protocols are in place.

General

Minute all meetings, while ensuring confidential material is filed appropriately.

Composition and Qualifications

Staff Responsibilities Provide administrative support to the Working Group and participate in the work of the committee. Staff are full members of the Working group entitled to vote unless otherwise indicated.

Membership: Convener, one of the Co-chairs of Council, 3 members, 1 staff member

Commitment:

Meetings: Periodic meetings throughout the year, with increased frequency for 3 months prior to AGM.

Work between meetings to recruit new members.

Meetings will generally be by phone or email.

Terms of Appointment 2 years, renewable twice Authority/Decision Making

Accountability: to Central Council

- to the Corporation annual meeting with a written annual report and slate of nominations.

- submit a copy of minutes to Administrative Assistant for official records

Skills needed

- Ability to invite people (known and unknown) to give of their time and talent to needed work.
- Ability to see tasks that need to be done and imagine how people can do them for the well-being of the organization, whether the task be large or small.
- Experience in volunteer coordination and management
- Knowledge of CCS constituency and church people in Winnipeg and across the country
- Familiarity with volunteer sector risk management.
- Attentiveness to volunteers and their need for support.

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