

# ***Section 5***



## ***WFS Standing Committees***

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### **CONTENTS**

Introduction

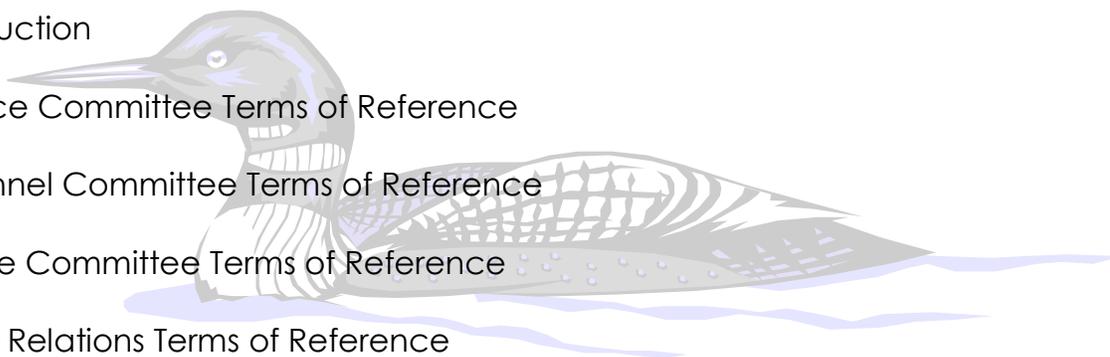
Finance Committee Terms of Reference

Personnel Committee Terms of Reference

Service Committee Terms of Reference

Public Relations Terms of Reference

By-Law Committee Terms of Reference





## **Section 5: WFS Standing Committees**

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### **Introduction**

By-Law No. 1 gives the Directors authority to establish and disband committees as it sees fit. It can establish “ad hoc” or temporary committee’s. The WFS Board has five standing committees which are highlighted below. These standing committees contribute to the effective and efficient management of WFS by delegating responsibility for the major areas of management to small groups of directors/members.

Each standing committee oversees operations, develops policy and makes recommendations to the Board about its areas of responsibility. Standing committees allow each director to become knowledgeable about a particular area of corporate management and through the committee, to advise and assist it in making informed decisions.

Rules for meetings, such a voting, what constitutes a quorum, and eligibility for membership are contained within By-Law No.1.

### **Finance Committee Terms of Reference**

#### **COMMITTEE COMPOSITION, FUNCTION AND PHILOSOPHY**

The Finance Committee is a standing committee that has been created by the Board. The Finance Committee is composed of a minimum of three (3) and no more than five (5) voting delegates, including Executive members in attendance, all of which must be members of the corporation. The membership of the Finance Committee is by selection or voluntary participation at each annual meeting. Any vacancies which occur by virtue of resignation or other reason, may be filled by appointment of the Board from Weechi-it-te-win’s members, however, no First Nation may have more than one of it’s members on the Finance Committee at any given time, exclusive of the Chairperson and no member may be represented by proxy, all votes shall be given personally.

The power of the Finance Committee established by the Board include the:

- (a) Development of Finance Policy and amendments;
- (b) Review of annual operational and project funding agreements and budgets;
- (c) Submission of timely recommendations on these matters to the Board for approval.

More specifically, the duties of the Committee are:

- (a) To ensure the proper administration of the finances and financial operations of Weechi-it-te-win;

- (b) To review the implementation of the Finance Policy carried out by the Executive Director from time to time;
- (c) To review any changes to the Finance Policy proposed by the Executive Director;
- (d) To recommend revisions to the current Finance Policy illustrating the administrative and financial effects of the recommended revisions;
- (e) To review financial statements on a monthly basis and to review year end audited financial statements;
- (f) To review and recommend annual and project specific operating budgets, new salary schedules and funding agreements;
- (g) To complete any other tasks that the Board may assign from time to time.

The Chairperson of the Finance Committee shall be the Secretary/Treasurer of WFS. In the absence of the Secretary/Treasurer at a meeting, any Executive Committee member can replace the Secretary/Treasurer with full voting privileges. This filling in role would only be in effect for the duration of the active meeting.

The responsibilities of the Secretary/Treasurer are as follows:

- (a) is a member of the Board and acts as a Chairperson of the Finance Committee;
- (b) ensures appropriate custody of the funds and securities of Weechi-it-te-win;
- (c) ensures that full and accurate records of all assets, liabilities, receipts and disbursements of Weechi-it-te-win are maintained;
- (d) controls the deposits of money, the safekeeping of securities and the disbursements of the funds of Weechi-it-te-win, under direction of the Board;
- (e) submits an account of all transactions as Secretary/Treasurer and reports of the financial position of Weechi-it-te-win to the Board from time to time and at the annual meeting of Weechi-it-te-win.

The Committee will operate and fulfill all of its required duties with a recognition of the importance of the Anishinabe family system and the potential of the many strengths and resources within our communities to effect change in the quality and scope of supportive social services. "Weechi-it-te-win" means "we are helping each other - healing each other" and this is the essence of the true helping relationship.

## ***Personnel Committee Terms of Reference***

### **COMMITTEE MEMBERSHIP AND PARTICIPATION**

The Personnel Committee shall be a standing committee of the Board. Its' function is to help ensure that Weechi-it-te-win is well managed and efficiently structured, with well defined responsibilities for employees. It is also there to ensure that Weechi-it-te-win is staffed by qualified, motivated people who achieve the desired results efficiently and with a high degree of personal satisfaction.

The Personnel Committee is responsible for:

1. Conducting the search for the Executive Director in accordance with the Personnel Policy.
2. Making recommendations to the Board where appropriate and to the Executive Director, in the following areas:
  - (a) Personnel Policies;
  - (b) Personnel salary schedules and benefits;

- (c) Job Descriptions;
  - (d) Changes or improvements in staff development, evaluation, discipline and termination policies;
3. The Personnel Committee shall act as an appeal body for the hearing of grievances concerning working conditions submitted to the Executive Director by senior managers, who are unsatisfied with the decisions of the Executive Director pursuant to the Grievances Policy.

## ***Services Committee Terms of Reference***

### **COMMITTEE MEMBERSHIP AND PARTICIPATION**

The Services Committee is a standing committee created by the Board. The Committee is a working group internal to the operations of the organization and may exercise those authorities set out below or as may be delegated by resolution by the Board of Directors.

The Services Committee's composition consists of a minimum of three (3) and no more than five (5) voting members, all of which must be members of the corporation. Membership to the Services Committee is by selection or voluntary participation at each annual meeting. Any vacancies that occur by virtue of resignation or other reason may be filled by appointment of the Board of Directors from Weechi-it-te-win's members.

The Services Committee is to meet monthly and through it's terms of references is responsible for the following:

- to plan services for WFS affiliated bands including:
  - assessment of community needs for services;
  - identification of problems to be addressed by services;
  - description of objectives to be achieved by the services;
  - description of the activities to be performed;
  - estimating the number of persons to be served.
- to establish the planning services standards and procedures in conjunction with bands and recommendation of amendments to the Board of Directors for approval as appropriate from time to time.
- to review and recommend for approval of services operations manual to be used by members of Family Services Committees.
- to plan support services that would be provided by WFS to network of band Family Services Committees.
- to prepare annual services plan and budgets for presentation to the Board
- and any other tasks within the scope of the Committee's purpose that the Board may assign from time to time.

## ***Public Relations Committee Terms of Reference***

### **COMMITTEE MEMBERSHIP AND PARTICIPATION**

The Public Relations Committee is a standing committee that has been created by the Board. The Public Relations Committee is composed of a minimum of three (3) and no more than five (5) voting delegates, all of which must be members of the corporation.

The membership of the Public Relations Committee is by selection or voluntary participation at each annual meeting. Any vacancies that occur by virtue of resignation or other reason may be filled by appointment of the Board from Weechi-it-te-win's members.

The Public Relations Committee is to meet as the need arises. The Committee is responsible for public relations activities in all aspects pertaining to the media. More specifically for:

- promoting WFS awareness;
- responsible for editing of the newsletter;
- responsible for screening and approving all press releases prior to publication; and,
- performing other tasks within the scope of the committee's purpose as the Board may assign.

## ***By-Law Committee Terms of Reference***

### **COMMITTEE MEMBERSHIP AND PARTICIPATION**

The By-Law Committee is a standing committee that has been created by the Board. The By-Law Committee is composed of a minimum of three (3) and no more than five (5) voting members. Membership to the By-Law Committee is by selection or voluntary participation determined at each annual meeting. Any vacancies that occur by virtue of resignation or other reason may be filled by appointment of the Board from Weechi-it-te-win's members. The Chairperson of the By-Law Committee shall be a Director of the corporation.

The By-Law Committee meets as the needs arises and is directly responsible for the following duties:

- review and revise By-Law No. 1;
- prepare and recommend changes of By-Law No. 1 to the Board of Directors;
- review and revise other proposed by-laws as directed by the Board of Directors from time to time;
- perform any other tasks as assigned by the Board;
- report to the Board of Directors on the activities of the Committee.

