

Executive Committee Terms of Reference (Feb, 2011)

Background

The Executive Committee (Executive) was initiated in 2008 as one of three standing committees in the original Terms of Reference of the Peterborough Partnership Council on Immigrant Integration (PPCII).

Duties of the Committee

1. To set budget for the PPCII
2. To recommend policies for the organisation to the PPCII
3. To review and provide advice regarding any projects that were identified by other committees, to the PPCII
4. To approve key messages to the public and media

Objectives

The Executive shall ensure that all activities work to achieve the objectives of the PPCII.

Composition

The voting members of the Executive Committee are:

1. The Chair of the PPCII
2. The Vice Chair of the PPCII
3. The Past Chair of the PPCII
4. Treasurer
5. The representative of the City of Peterborough
6. The representative of the County of Peterborough
7. The Board Chair of the New Canadians Centre Peterborough
8. One representative of each standing committee (or designate).
9. Representative of the Greater Peterborough Area Economic Development Corporation
10. Representative of the Community and Race Relations Committee
11. Two at large members, who will be appointed by the Council by January 31st of each year

The non voting members of the Executive Committee are:

1. The Executive Director of the New Canadians Centre Peterborough
2. The Coordinator of the PPCII

Council members should indicate their interest in becoming a member of the EC by notifying the Chair of the Council.

Roles and Responsibilities

The **Chair** of the PPCII is also the Chair of the Executive. The Chair is responsible for carrying out or delegating the following:

- Setting Executive meeting dates and agendas
- Acting as facilitator at Executive meetings
- Supervising the implementation of the decisions of the Executive
- Attending and reporting in writing to each meeting of the PPCII

The Past Chair of the PPCII is a voluntary role within the executive committee. Past Chairs can choose whether or not they accept this role at the beginning of each year. The purpose of having the past chair on PPCII is to ensure transition to new Board leadership, and to retain the expertise and experience that only an immediate Past Chair can offer. The Past Chair is permitted to remain active on the board for two years following their role as Chair.

The responsibilities of the Past Chair are as follows:

- support the current chair by providing advice, guidance and continuity to the board
- advise on past and present policies and practices, as needed
- serve as a member of the Executive Committee
- attend PPCII functions and events, as requested
- perform other duties as may be assigned by the Board

PPCII **staff** are responsible for the following:

- Sending meeting agendas and minutes to members
- Attending meetings and taking minutes and participating in discussion
- Arranging refreshments for meetings
- Implementing Committee decisions, as directed by the Chair and assigned by the New Canadians Centre Peterborough Executive Director

Where staff are not available, the Chair will be responsible for carrying out or delegating these tasks.

General Executive members are responsible for:

- Attending Executive meetings, or for notifying the Chair of their absence.
- Keeping up-to-date with the Executive's work by reading Executive minutes and following up on tasks
- Assisting the Chair with the Chair's responsibilities when necessary
- Requesting that any items they wish to discuss be added to the agenda in advance of the meeting

A Conflict of Interest policy is signed by all members. Where a member misses two Executive meetings in a row without notification, or three Executive meetings in a row, the Chair shall contact them, and their continued membership will be addressed at the next Executive meeting.

Working Groups

At times, the Executive may establish by motion an Ad-Hoc Work Group to achieve a short-term goal or address a specific issue.

In the establishment of a Work Group, the Executive shall

- appoint one Executive voting member to act as liaison
- appoint other members from the Executive, the PPCII or the community
- establish the terms of Reference for the Work Group
- determine the reporting requirements for the Work Group

Meetings

1. The Executive will meet at the time and place that the Executive members decide.
2. The Executive will meet a minimum of six (6) times per year, in advance of regularly scheduled PPCII meetings.
3. A quorum at meetings of the Executive will consist of 50% of Executive members.
4. If at any time during an Executive meeting there ceases to be a quorum present, the Executive can still have a meeting with no ratification of proposals until a quorum is present again.
5. Meetings are open to visitors, but the Executive reserves the right to hold in-camera discussions in accordance with FIPPA legislation.

Minutes

Minutes are public, and shall be uploaded to the PPCII website. A link to the site will be sent to all Executive members. Minutes of regularly scheduled Executive meetings will be made available at least two weeks before the next PPCII meeting.

Decision-Making

Decision-making should be as democratic and participatory as possible. A modified consensus model is described in detail in the PPCII Terms of Reference. Any conflict of interest will be addressed through the Conflict of Interest Policy outlined in Appendix 4 of the PPCII's Terms of Reference.

Accountability

Together we prosper



The Executive is accountable to the PPCII as a whole. Certain decisions made by the Executive will be presented in the form of recommendations to the PPCII, and will only be ratified with approval of the PPCII.

Review

These Terms of Reference are up for review annually by the Executive and the PPCII. Any proposed changes must be accepted by both bodies before coming into effect.