

## **Resource Development Committee Terms of Reference (February 1<sup>st</sup>, 2011)**

### **Background**

The Resource Development Committee (RDC) was initiated in 2010. It began with the division of the Resource Development and Marketing Committee into two distinct committees: the Marketing Committee and the Funders Roundtable. In 2011, the committee renamed itself the Resource Development Committee to reflect the breadth of its duties and mandate. It exists as one of five standing committees in the Terms of Reference of the Peterborough Partnership PPCII on Immigrant Integration (the PPCII).

### **Duties of the RDC**

*The RDC will oversee the PPCII's resource development initiatives, which includes, but is not limited to; annual fundraising events, participating in fundraising initiatives, researching and responding to calls for proposals and funding opportunities, identifying sources of resources for the PPCII and sharing promoting these initiatives where necessary.*

On behalf of the PPCII, the RDC is mandated to search, develop, and monitor funding opportunities within the community.

1. Where funding is required, the RDC will look into funding sources to sustain the PPCII's plans.
2. The RDC will recommend creative, alternative and sustainable ideas for carrying out the work of the PPCII.
3. Developing and implementing an annual work plan to meet its duties and mandate as described above.

### **Composition**

The RDC is composed of a minimum of 3 voting members and a maximum of 9 voting members, appointed by the PPCII by January 31<sup>st</sup> each year. The PPCII should endeavor to appoint members with a background in research, municipal services, education, employment or community services.

PPCII members should indicate their interest in becoming a member of the RDC by notifying the Chair of the PPCII. If there are more than 9 voting PPCII members interested in becoming a voting member of the RDC, the PPCII will elect the RDC voting members with ballot.

The PPCII Coordinator is a non-voting member of the RDC.

The Term of Office shall be for one year beginning on February 1<sup>st</sup> and ending on January 31<sup>st</sup> of the following year. Membership may be renewed on an annual basis.

The PPCII shall be responsible for deciding on the filling of any vacancy in the membership of the RDC which occurs during the year, at the PPCII meeting immediately after the appearance of the vacancy.

### **Roles and Responsibilities**

The **Chair** of the RDC shall be chosen from among the voting members of the Committee by the voting members of the Committee at the first meeting following the annual appointments.

The voting members shall be responsible for filling a vacancy in the position of Chair, from among the voting members, at the meeting immediately after the appearance of the vacancy.

The Chair is responsible for carrying out or delegating the following duties:

- Setting RDC meeting dates and agendas
- Acting as facilitator at RDC meetings
- Supervising the implementation of the decisions of the RDC
- Attending and reporting in writing to each meeting of the PPCII
- Attending and reporting in writing (or designating a representative in the Chair's absence) to the Executive Committee Meetings

PPCII **staff** shall be 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 RDC members** are responsible for:

- attending RDC meetings, or for notifying the Chair of their absence.
- keeping up-to-date with the RDC's work by reading RDC meeting 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.

Where a member misses two RDC meetings in a row without notification, or three RDC meetings in a row, the Chair shall contact them, and their continued membership will be addressed at the next RDC meeting.

### **Working Groups**

At times, the RDC 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 RDC shall

- appoint one RDC voting member to act as liaison
- appoint other members from the RDC, 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 RDC will meet at the time and place that the RDC members decide.
2. The RDC will meet a minimum of six (6) times per year, in advance of regularly scheduled PPCII meetings.
3. A quorum at meetings of the RDC will consist of 50% of RDC members.
4. If at any time during an RDC meeting there ceases to be a quorum present, the RDC can still have a meeting with no ratification of proposals until a quorum is present again.
5. Meetings are open to visitors, but the RDC 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 location of the minutes on the PPCII website will be sent to all RDC members, Minutes will be made available at least two weeks before the next MC 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.

A Conflict of Interest form is signed by all members.

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**

The RDC is accountable to the PPCII as a whole.

The RDC may identify projects and bring them to the Executive Committee for recommendation. If after reviewing, the Executive Committee recommends the project to the PPCII, the PPCII will discuss it and it will only be ratified with approval of the PPCII. Without the recommendation of the Executive Committee, the PPCII will not discuss the project possibility.

**Review**

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