Committee System of Governance Policy

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Purpose: As outlined in By-Law 2.04, the FFAFB will have an Executive Committee and may establish any committee it determines necessary for the execution of Board responsibilities. The Board has a committee structure to facilitate the effective and efficient functioning of the Board in that it breaks the work of the Board into smaller manageable sections. Committees are smaller groups with a particular focus in their responsibilities. Committees should be clear in their role, directives and scope of work. Staff members serve in an advisory role to the committees. Staff do not have a vote.

Definitions:

"Ex Officio"– a member of a committee who holds a role as a result of their status or another position that they hold. The ex officio member has the rights and obligations of the committee members.

Board Chair Responsibilities

The Chair of the Board shall establish the Committees for each year. The Chair may consult with the Executive Committee. Ultimately, the Chair of the Board has the final decision in establishing Committees and naming Chairs for each Committee except for the Executive Committee which is legally mandated.

Board Meetings

1. The Board will address recommendations from Committee minutes. All items are information for the Board and can be discussed at the Board meeting.
2. The Board will allow for questions on Committee minutes. These will normally be answered by the Chair of the Committee.
3. The Board will not encourage discussion at the Board table on issues which are not yet resolved at the Committee level unless agreed upon by the Chair of the Committee and the Chair of the Board.
4. If there is any question about the direction received, the Chair of the Committee should contact the Chair of the Board for clarification. Clarification may be obtained immediately or require another Board meeting.

Committee Roles and Responsibilities

Committee's Responsibility – Carry out tasks related to the Committee's area of responsibility. When necessary, make recommendations to the Board on items requiring Board approval or input. Recommendations should include information on financial matters, risk, timelines, options considered, etc., as applicable.

Chair's Responsibility – Facilitate the meetings, ensure that the agenda is followed and that all members get a chance to speak. Ensures with the secretary that the agenda and minutes are properly prepared. The Chairs shall name members to their respective Committees. Liaises with other Chairs and the Executive Director as applicable.

Secretary's Responsibility – Record the proceedings of the meeting to ensure important information and decision factors are reported to the Board. Motions should clearly reflect the action to be taken, person to take it and the conditions under which it is to be taken. Submit minutes to the Board Secretary at least one week prior to the Executive Committee meeting.

Member's Responsibility – Participate actively in the meeting respecting others and their opinions. Perform duties as directed by the Chair and/or Committee.

See Appendix A for Committees for the FFAFB Board for 2022

Appendix A

Committees for Board of 2022

Executive Committee

Chair – Chair of the Board
Vice Chair – Vice Chair of the Board
Treasurer – Treasurer of the Board
Secretary – Secretary of the Board
Staff – Executive Director

Responsibilities – a mandated committee under the Non-for-Profit Corporations Act. This Committee exists to lead the Board of Directors, effect the FFAFB mandate, and oversee its operations.

Client Services Committee

Chair – Vickie Davy

Responsibilities – ensures services are provided in an effective manner; makes recommendations regarding potential new services to the Board for approval; ensures sufficient volunteers as required by staff; ensures volunteers are properly vetted and trained; and makes recommendations for policy and procedures for this committee.

Health and Safety Committee

Chair – Paul Lacroix

Responsibilities –ensures health and safety protocols are developed to meet the requirements of legislation; makes recommendations to the Board on policies and procedures for health and safety throughout the locations and at all fundraising events organized by the Fundraising Committee.

Fundraising Committee

Chair – Sally Murdock
Responsibilities – develops and organizes fundraising activities which promote the services of the Food Bank as set out in the current policies and procedures.

Communications Committee

Chair – Bob Gollinger

Responsibilities – promotes awareness and understanding of the Mission of the FFAFB to help reach the established goals of the FFAFB; promotes internal and external communication of the work of the Food Bank; develops a media strategy in compliance with the policies and procedures of the Board; makes recommendations to the Board regarding same.

Policy and Planning Committee

Chair – Carol Ravnaas

Responsibilities – develops draft policies and procedures for Board approval; and makes recommendations of a strategic planning nature to the Board.

Nominations Committee

Chair – Bob Gollinger

Responsibilities – to identify potential Board Members, ascertain interest in participation on the Food Bank Board, and make recommendations to the Board regarding areas of expertise needed.

Building Committee

Chair – Doug Hardy

Responsibilities – Engages in activities to ensure adequate building space for operational purposes; oversees and make recommendations to the Board regarding any renovation of same.