

Terms of Reference

Statement of Purpose

The Executive Committee is responsible for establishing a strategic planning process. The Committee assists the Board in its functions by responding to urgent matters arising between regular Board meetings in cases where it is not possible to convene a meeting of the Board. The Executive Committee is responsible for duties delegated by the Board.

1. Review the organization's framework and governing policies, evaluate their implementation, and prepare recommendations to the Board for changes or additions.
2. Undertake public relations and advocacy on behalf of the Board, which includes acting as the FirstOntario PAC Government Relations Committee.
3. Advise, monitor, and participate on strategic Partnership Agreements and similar initiatives where required. Act on behalf of the Board on the Provincial Partnership Committee.
4. Work closely with the Executive Director, including monitoring his/her performance. The Executive Committee is responsible and accountable for the annual evaluation of the Executive Director.
5. Function as Board contact for necessary HR issues, including succession planning. Review proposals from the FirstOntario PAC Management Team regarding wage, benefit and salary range adjustments, significant job changes and as necessary recommend human resource policies and initiatives to the Board.
6. Review the AGM Resolutions and forward the pertinent ones to appropriate stakeholders for response where appropriate. Review and refer to appropriate Committees the response from Government to the AGM Resolutions.
7. Evaluate its Terms of Reference at least annually and recommend amendments as necessary to the Board.
8. Prepare a report on its activities and submit this to the Board.

Composition

The Executive Committee membership will include the officers of the Board and/or other Board Directors, up to a maximum of five people.

The Executive Director shall attend all meetings of the Executive Committee and will provide advice and counsel.

Attendance of members of the FirstOntario PAC Management Team is at the Executive Director's discretion.

Term of Appointments

This committee is a standing committee of the FirstOntario PAC Board; therefore, it does not have a termination date.

Reporting Structure

The Executive Committee will report to the FirstOntario PAC Board of Directors on a regular basis (or as a result of a meeting), via the Board Chair or designate.

Schedule of Meetings

The Monday prior to each Board meeting, or at the direction of the Chair.

Other

At regularly scheduled meetings (according to the annual schedule), committee motions are recommendations made to the Board of Directors for its approval.

In the interim between regularly scheduled meetings, the Board will be informed, as expediently as possible, of any decisions and actions taken by the committee on matters requiring the FirstOntario PAC Board's attention.

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Statement of Purpose

The primary responsibility of the Finance Committee is to ensure the accountability of the FirstOntario PAC as it pertains to financial matters such as banking, borrowing, investments, contracts/agreements and the administration of the pension plan and benefit plans.

1. To provide orientation to new committee members on reading and understanding financial statements (when necessary).
2. To review the operating and capital budgets prepared by management and recommend revisions where appropriate.
3. To review the internal financial statements on a regular basis, comparing operating results to budgets and prior years' results, and recommend revisions where appropriate.
4. To review ongoing capital expenditures comparing actual to budget and recommend revisions where appropriate.
5. To coordinate with FOPAC Board Committees to ensure new initiatives and projects fall within overall budgets and are fiscally viable.
6. To ensure procedures are maintained in respect of the annual audit and financial reports are distributed as required.
8. To provide financial guidance as required in organizational and staffing changes, space planning and renovations, management information systems, purchasing policies, and other issues.
9. To provide the full Board with the appropriate report in respect of all of the foregoing matters.
11. Any other duties, matters and responsibilities as delegated to the board.

Composition

The Finance Committee is comprised of two FirstOntario PAC Board Members and a minimum of three members from the community. The Chair of the committee is a member of the Board of Directors. The FirstOntario PAC Executive Director, Administration Supervisor, and City Treasurer are ex-officio members.

Term of Appointments

Members are appointed annually for a one-year, renewable term.
Board representatives appointed for a two-year renewable term.

Reporting Structure

The Finance Committee is a Standing Committee of the Board of Directors. The Finance Committee will give reports to the FirstOntario PAC Board of Directors through the distribution of the committee's minutes and verbal reports at subsequent Board meetings by the Finance Committee Chair.

Schedule of Meetings

Meetings are held according to the Board's annual schedule and work plan. Meetings are typically held at the FirstOntario PAC Office, unless otherwise determined by the Board. Meetings are usually quarterly, preceding the Board meeting.

Other

An evaluation of the Finance Committee Terms of Reference will be conducted from time-to-time as the Board deems necessary.

Terms of Reference

Statement of Purpose

The Fund Development Committee creates, directs and monitors a comprehensive and tactical fund development plan for operational revenue generation. The plan is based on specific goals established annually by the Board of Directors as part of the FirstOntario PAC Strategic and Financial Plan. The Fund Development Committee provides direction in order that the Board is donor-centric and adheres to best practises for fundraising.

To assist the FirstOntario PAC to meet its financial targets, the Fund Development Committee will work with staff and volunteers to:

- Create a Fund Development Plan that supports and encourages community and corporate engagement with the FirstOntario PAC in both the short and long-term;
- Establish and monitor a yearly fund development budget and to allocate appropriate monetary resources to carry out the Fund Development Plan;
- Identify, research, solicit, foster and steward major prospect and donors so as to build a pipeline of on-going support;
- Assist with the development and cultivation of mutually supportive fundraising partnerships with local community groups and organizations;
- Monitor and evaluate progress in meeting fundraising targets and return on investment;
- Oversee the formation/review of policies and procedures associated with fund development activities so that they are conducted in accordance with CRA regulations, meet the accreditation standards and do not violate any agreements.
- Create and recommend fund development policies that ensure that fundraising best practices are maintained and that the FirstOntario PAC's fund development program is donor-centric;
- Develop and champion the concept of a FirstOntario PAC ambassadorship for Board members, staff and volunteers with respect to their role and responsibilities in helping to achieve fundraising success;

- Promote and support fundraising events/activities by attending, volunteering and/or giving monetary/in-kind assistance to the level that committee members are able;
- Review and recommend levels of sponsorship recognition and evaluate methods of donor recognition and stewardship opportunities so that all donations of time and money are recognized appropriately;
- Actively stay current with fund development trends and maximize professional development opportunities with the goal of strengthening the FirstOntario PAC fundraising capacity.

Composition

The Fund Development Committee is comprised of two FirstOntario PAC Board Members and a minimum of three members from the community. The Chair of the committee is a member of the Board of Directors. The FirstOntario PAC Executive Director and Development Supervisor are ex-officio members.

Term of Appointments

Members are appointed annually for a one-year, renewable term.
Board representatives appointed for a two-year renewable term.

Reporting Structure

The Fund Development Committee is a Standing Committee of the Board of Directors. The Fund Development Committee will provide reports to the FirstOntario PAC Board of Directors through the distribution of the committee's minutes and verbal reports at subsequent Board meetings.

Schedule of Meetings

As necessary, or at the direction of the Chair.

Other

An evaluation of the Fund Development Committee Terms of Reference will be conducted from time-to-time as the Board deems necessary.