

As approved by the Board of Directors on April 18, 2020

**To: Council of Canadians Chapters, Members & Supporters**

**From: Council of Canadians Board**

## **CHAPTER TASK FORCE**

### **BACKGROUND**

At its Special Members Meeting held March 15, 2020 the Council of Canadians adopted a recommendation and a resolution to establish a “Chapter Task Force.” (See **Appendix A**).

### **MANDATE & IMPLEMENTATION**

The Chapter Task Force will be responsible for providing the Board with well researched, cohesive and comprehensive recommendations for best practices, policy and by-law revisions regarding how the Council’s Chapters are structured, supported and governed, and other matters as detailed in the resolution.

The Board will then present the Chapter Task Force’s recommendations, along with the Board’s comments, to a Special Membership Meeting in November 2020.

### **CHAPTER TASK FORCE COMPOSITION**

The six (6) person Task Force will include:

- one of the Council’s Co-Executive Directors
- one of the four Chapter elected Regional Directors on the National Board as the board liaison.
- one participant from the Good Governance Task Force
- one participant selected from Council allies that work with Chapter(s)
- two Chapter-based participants selected from nominees who submit a completed “**Expression of Interest Form**” found as **Appendix B** by the deadline.

To the degree possible, the composition will reflect the full diversity of the Council and be based on demonstrated capacity in the criteria outlined on the expression of interest form.

### **PROCESS AND TIMELINE**

- **April 18** – Board approval of process
- **June 5** - Send notice of opportunity along with Appendices A, B and C to Chapters as part of AMM notice package
- **June 28** – launch at AMM
- **July 13** - Deadline for nominations using the Expression of Interest Form *Appendix B*
- **July 20 (or before)** - Board appoints Task Force members, based on recommendation of Co-Executive Directors

- **July 22** - Nominees advised of Board decision and invited to indicate availability for first on-line meeting
- **July 22** – Deadline for additional submissions (*see Appendix C*). Chapters and members advised of Task Force composition and to watch for more opportunities to engage
- **July 22 – December 21, 2020** – Task Force carries out its mandate through regular on-line conference calls and other communications, in addition to research, outreach, consultations and other activities. Concludes with a set of recommendations forwarded to the Board
- **January 2021** – Board reviews Task Force recommendations
- **February 2021 - Special Membership Meeting to vote on recommendations**

Please ensure that this information is shared with those who might be interested as Chapter nominees for the Chapter Task Force, and who would contribute the skills, experience, expertise and diversity that would ensure strong outcomes.

John Cartwright

## **“APPENDIX A” CHAPTERS TASK FORCE**

**Adopted March 15, 2020 by the Council of Canadians Special Members Meeting**

### **Recommendation #29 re: Chapters:**

*That a Chapter Task Force be established by resolution similar to the one that established the Good Governance Task Force. (See APPENDIX A). Its mandate will be to review and recommend bylaws, policy and practices regarding the status, structure, communications and relationships between Chapters/national office/each other/ staff etc. This Chapters Task Force should include the Executive Director, who was also on the Good Governance Task Force, Chapter activist(s), and one Regional Organizing staff person, one representative from ally organizations that work directly with Chapters, and should consider the questions and suggestions referred by this Good Governance Task Force.*

### **Resolution re: Chapters Task Force**

*WHEREAS the Council of Canadians’ (“the Council”) Good Governance Task Force has recommended that there be a Chapters Task Force; and*

*WHEREAS the Council is committed to renewal and sustainability within every component part, including its Chapters; and*

*WHEREAS these objectives are best met by a comprehensive agenda for change that embrace good governance, the principles of democracy and transparency, and easily understood processes that respect and value the roles and responsibilities of the Council Chapters; and*

*WHEREAS the objectives regarding Chapters are best achieved by a comprehensive and objective review of all Chapter-related policy and practices to ensure that the recommendations for change are considered in the broad context of the Council’s objectives and are integrated to work together to ensure cohesion and consistency;*

*THEREFORE, BE IT RESOLVED that the Council of Canadians Board of Directors establish a Chapter Task Force as its next step in governance review with the following mandate:*

- 1. To consider the questions and suggestions regarding Chapters referred by the Good Governance Task Force; and*
- 2. To invite additional submissions from within component parts of the Council regarding Chapter governance and structure proposals; and*

3. *To report back in the fall of 2020 with recommendations, including a schedule and process for implementation of any bylaw and policy changes that will address:*
- a) *The relationship between the Chapters and national office.*
  - b) *The relationship Chapters have with each other.*
  - c) *The legal status and requirements of Chapters within the Council, including bylaws and liability matters.*
  - d) *The participation of Chapters in Council campaigns and other locally or regionally based campaigns either as the lead organization, or as an allied participant.*
  - e) *Chapter structures, including membership, leadership and other governance.*
  - f) *Other recommendations on matters identified as important by the Chapters Task Force.*

*BE IT FURTHER RESOLVED that in appointing the Chapters Task Force, the Council's Board and Executive Director will give consideration to budget and resources (noting an expectation that most communications and meetings will be conducted without cost), and a size and composition that reflects the interests of Chapters, staff and other stakeholders.*

**THIS NOMINATION FORM CAN BE:**

1. COMPLETED ON LINE AT ([LINK](#)) or
2. EMAILED TO YOU IN WORD TO COMPLETE AND RETURN TO CHRISTINA WARNER ([cwarner@canadians.org](mailto:cwarner@canadians.org))

**DEADLINE JULY 13, 2020 MIDNIGHT PACIFIC TIME**

**“APPENDIX B”  
NOMINATION FORM – CHAPTER TASK FORCE**

The Council of Canadians Board will select two (2) Chapter based volunteers to serve on Chapter Task Force, as mandated by the March 15, 2020 Special Membership Meeting.

**NAME:**

**HOME ADDRESS:**

**EMAIL:**

**TELEPHONE:**

**CHAPTER:**

<p><b>1. Governance</b> Describe your most significant experience as an organizational leader – i.e. roles / responsibilities / organization.</p>
<p><b>2. Strategic Planning &amp; Organizational Change</b> Have you led and overseen planning processes and organizational change? Describe.</p>
<p><b>3. Policy &amp; By-law Development</b> What experience do you offer in developing governance documents, including policy and by-laws?</p>
<p><b>4. Council Campaigns</b> Describe your experience in Council of Canadians campaigns or advancing issues that match those of the Council.</p>

<p><b>5. Chapter Activism</b> What demonstrates that you are recognized as a Chapter activist and leader?</p>
<p><b>6. Collaborative and Solutions Based</b> Describe a situation(s) where you played a lead role in successfully resolving conflict.</p>
<p><b>7. Diversity Representation:</b> How do you self-identify? (pick <u>any</u> that apply)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Indigenous</li> <li><input type="checkbox"/> Newcomer</li> <li><input type="checkbox"/> Black or Person of Colour</li> <li><input type="checkbox"/> LGBTQ2S1</li> <li><input type="checkbox"/> Under age 40</li> <li><input type="checkbox"/> Disabled</li> <li><input type="checkbox"/> Woman</li> </ul>

**COMMITMENT TO PARTICIPATION**

If selected to serve on the Chapter Task Force, I confirm that I am willing and able to fully contribute to the sustainability of the Council of Canadians by:

1. working together to strengthen the Council of Canadians and its Chapters as mandated by the resolution in Appendix A;
2. participating in conference calls, email and other forms of electronic communications at least weekly, plus the potential of an in-person meeting in Ottawa;
3. understanding and acting consistently with my responsibility to the Council as a whole;
4. seeking and contributing to a consensus based approach, and speaking with one voice as part of the Chapter Task Force, except where consensus could not be achieved and there is agreement as to how dissent will be reflected; and
5. being prepared to participate fully in the activities of the ChapterTask Force, without compensation but with direct expenses (as approved) to be reimbursed.

**ENDORSEMENTS**

I have been endorsed by the following Council of Canadians Chapter(s) (Please include contact person and email for each).

**ADDITIONAL INFORMATION**

Please list any additional documents you are forwarding to support your nomination.

**STATEMENT OF INTEREST**

In a maximum of 500 words, please express why you want to be part of this Chapter Task Force

**SUBMITTED BY**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature (if on-line, will be accepted as typed)

\_\_\_\_\_  
Date

**DEADLINE JULY 13 2020 MIDNIGHT PACIFIC TIME**

PLEASE NOTE: CHAPTERS WISHING TO MAKE SUBMISSIONS FOR CONSIDERATION OF THE CHAPTER TASK FORCE MAY USE THIS Appendix C FORM OR OTHER FORMAT, AND

1. EMAIL TO THE CHAPTER TASK FORCE c/o CHRISTINA WARNER (cwarner@canadians.org)

DEADLINE JULY 22, 2020 MIDNIGHT PACIFIC TIME

**“APPENDIX C”  
SUBMISSION - CHAPTER TASK FORCE**

Name of Chapter, if applicable: \_\_\_\_\_

Name of Individual submitting: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

*The Resolution on a Chapter Task Force that was adopted at the March 15, 2020 Special Members Meeting read (in part) “THEREFORE BE IT RESOLVED that the Council of Canadians board establish a Chapter Task Force as its next step in governance review with the following mandate: ...*

2. *To invite additional submissions from within component parts of the Council regarding Chapter governance and structure proposals....”*

Accordingly, Chapters and other component groups are encouraged to submit your suggestions for change within the mandate. The Task Force will consider both broad concepts and specific language proposals.

Please submit one per page and indicate if either a by-law or policy suggestion.

***To amend By-Law (number \_\_\_\_ ) or policy (subject) by adding/deleting/amending as follows:***

DEADLINE JULY 22, 2020 MIDNIGHT PACIFIC TIME