



Steering Committee Terms of Reference

1. TITLE

Steering Committee

2. PURPOSE

To support, facilitate and play a leading role in Rainbow Health Network's work. As well as provide a structure for strategic planning and decision-making. Areas of focus include: political advocacy, event planning, fundraising, communications, website, project management, and community partnerships.

3. TERM OF OFFICE

The term of office is one year.

4. MEMBERSHIP

4.1, Individuals will apply to the Nomination Committee to be voted on by members of Rainbow Health Network. The Nomination Committee will interview applicants and recommend qualified candidates to be adopted by the membership during the Annual General Meeting.

4.2 Vacant positions may be appointed by the Steering Committee until the term of office has expired.

4.3 Committee members will cease to be a member of the Steering Committee if they:

- Fail to attend 3 consecutive meetings without providing apologies or notice to the Chairperson or designate.
- Consistently fail to do the work agreed on, after compromise solutions have been tried.
- Work against decisions of the committee and the best interests of RHN.
- Breach confidentiality.
- Act contrary to RHN's Netiquette Guidelines or Anti-Racism, Access and Equity Policy and conflict resolution is not successful.
- Demonstrate refusal to work together with other RHN members in ways that the network works and towards goals that are decided in committee and by the network.

5. CHAIRPERSON

Members shall elect the Chairperson during the AGM for a period of 12 months. The responsibilities include:

5.1 Scheduling meetings, booking meeting space, notifying committee members

5.2 Posting a notice of Steering Committee meetings on the RHN listserv

5.3 Inviting specific individuals or organisations to attend meetings when required by the committee

5.4 Guiding the meeting according to the agenda and time available

- 5.5 Ensuring all discussion items end with a decision, action or definite outcome
- 5.6 Reviewing and approving the draft minutes before distribution
- 5.7 Responsibility to follow up on any complaints made in accordance with the RHN Anti-Racism, Access and Equity policy.

6. SECRETARY

The role of the Secretary is:

- 6.1 Preparing agendas and issuing notices for meetings, and ensuring all necessary documents required discussion or comment are attached to the agenda.
- 6.2 Distributing the Agenda one week prior to the meeting
- 6.3 Taking notes of proceedings and preparing minutes of meeting.
- 6.4 Distributing the minutes to all committee members one week after the meeting, to be made available to all staff and RHN members.
- 6.5 The minutes shall be checked by the Chairperson before distribution and accepted by committee members as a true and accurate record at the commencement of the next meeting.
- 6.6 Maintaining electronic copies of agendas, minutes and other relevant documents.
- 6.7 Posting meeting dates on the RHN website.

7. COMMITTEE MEMBERS AND ROLES

The roles listed here may be combined or shared, taking into account the best interests of RHN, and the interests, skills and experience of the committee members.

- 7.1 Chairperson. See 6 above.
- 7.2 Vice-Chair. Shares the duties of the Chairperson as mutually agreed on.
- 7.3 Secretary. See 7 above.
- 7.4 Treasurer. Maintains financial records, issues cheques, gives report at meetings, drafts the budget. (Chair, Secretary and Treasurer are the signing authorities for the bank account.)
- 7.5 Equity Representative – supports community partnerships, outreach, anti-racism / anti-oppression initiatives
- 7.6 Networking Representative – supports outreach, events, volunteers, fundraising, communications
- 7.7 Education Representative – supports educational resources, Education Committee, RHN publicity such as brochures
- 7.8 Advocacy Representative – supports political advocacy, such as lobbying, Trans Human Rights Campaign, projects, research, letters on issues to media and other organizations
- 7.9 Webmaster. Supports activities pertaining to RHN website.
- 7.10 Member at Large (#1) - attends RHN meetings and events, attends outside meetings/events on behalf of RHN, assists other members as necessary, assists in RHN activities as requested/volunteered
- 7.11 Member at Large (#2). As above.

8. MEETINGS

- 8.1 Meetings shall usually be held monthly (except December and August) on a day

agreed on by committee members, for a period of 2 hours. Meetings of the Steering Committee are open to all RHN members and interested persons.

8.2 A quorum of Steering Committee members must be present to make decisions at a meeting. If there is no quorum, a decision can be made by after the meeting by emailing the committee members. Quorum is a majority (50% plus 1) of the Steering Committee membership.

8.3 Decisions will be made by a consensus system. If consensus is not reached, there will be a vote. A majority of Steering Committee members present is needed for acceptance. 5 committee members are needed to vote on an item.

8.4 A special meeting of the Steering Committee may be called by a majority (50% plus 1) of the committee members.

8.5 A closed meeting may be called by the Chairperson or a majority (50% plus 1) of committee members.

9. FUNCTIONS

9.1 To plan and decide on projects for RHN

9.2 To coordinate projects for RHN and provide assistance as necessary with projects of RHN's other committees

9.3 To promote and conduct outreach for the Rainbow Health Network

9.4 To fundraise and be in charge of all RHN'S finances, as well as being accountable for finances

9.5 To work with the Treasurer in preparing and monitoring RHN's annual budget.

9.6 To provide one or more representative(s) on the Listserv Committee and assist as the Committee as necessary in maintaining and monitoring RHN's listserv. Since the listserv is a key part of RHN's work, Steering Committee members should make a practice of reading or scanning listserv messages.

9.7 To maintain communication among committee members, primarily through email.

9.8 To monitor and maintain the RHN website

9.9 A member shall be designated to check phone messages and post office box.

10. Professional Development and Learning Environment

10.1 new Steering Committee members will be provided with RHN's policies. The first meeting after the election will serve as an orientation to the Steering Committee.

10.2 Training: RHN provides an annual Anti-Racism / Anti - Oppression workshop for members of the Steering Committee, open as well to others.

10.3 Mentorship: In order to provide a learning environment, interested people with less experience may apply to join the Steering Committee as a Member at Large, or be mentored by another Steering Committee member.

11. AMENDMENTS

The terms of reference shall be reviewed annually. They may be altered to meet the current needs of all committee members, by agreement of the majority of Steering Committee members (50% plus 1) and adopted by the membership at the next Annual General Meeting.

Approval Date: November 2009