

Community Action Committee Executive Committee Terms of Reference

The following indented portion is from the current CAC Terms of Reference:

CAC Leadership:

The CAC will elect an executive committee consisting of a Chair and four Executive Members, one of whom will be designated as Vice Chair. The Chair and Executive will be elected for two year or one year terms. The Executive would be responsible for:

- The leadership and direction of the CAC including the development of an annual work plan.
- The supervision of the CAC Community Liaison
- The CAC input into the Calgary Homeless Foundation's (CHF) annual strategic review and business plan.
- Communication of identified service gaps to the CHF.
- Representing the CAC to the CHF and other external stakeholders.

It is intended that the CAC Chair will be a member of the CHF Board of Directors. Once nominated as Chair by the CAC, the candidate will be subject to the normal election/appointment process for directors of the CHF. Part of the selection process for the CAC Chair will be consultation with the CHF Chair to ensure candidates' suitability as a board member of the CHF.

1. Authority

- a) The Executive Committee is elected by and is responsible to the Community Action Committee (CAC)
- b) The Executive Committee shall function in accordance with the CAC's Terms of Reference, policies and procedures.

2. Composition of the Executive Committee Membership

- Committee Chair as elected by the CAC
- Committee Vice-Chair as elected by the CAC
- 3 other members as elected by the CAC
- CAC Community Liaison (ex-officio) and does not vote
- The Chair may appoint from the membership ad-hoc Executive committee member(s) to provide guidance on specific tasks

Membership on the Executive Committee

- i) The Executive Committee will be elected annually by the CAC.
- ii) Terms are for one or two years, renewable for an additional year.

Declaring the Office of an Executive Member Vacant

- i) The office of an executive member may be declared vacant if (s)he fails to attend three successive meetings, or fails to comply with the Code of Conduct of an Executive Member.
- ii) Such declaration by the CAC requires a two thirds majority vote of the members of CAC at a properly constituted meeting of the CAC to which due notice has been given and for which a quorum is present.

Code of Conduct

- i) The CAC expects of its members and its Executive Committee ethical, businesslike and respectful conduct.

- ii) Executive Members must represent un-conflicted loyalty to the interests of the CAC, superseding any conflicting loyalty to their agency, to advocacy and to other interest groups.
- iii) Executive Committee members must avoid any conflict of interest with respect to the RFP process.
- iv) There must be no conduct of private or agency business between the Executive Committee member or their agency except as procedurally controlled to assure openness, equal competitive opportunity and equal access to inside information.
- v) Executive Committee members have been elected to represent stakeholder interest

Conflict of Interest

- i) A conflict of interest is defined as any situation in which a person has competing motivations or responsibilities (real or perceived), the resolution of which could be to the detriment (real or perceived) of the CAC.
- ii) Conflict of interest can arise from, but is not limited to the following:
 - a. Any direct or indirect competition, negotiations or business dealing with CAC or the CHF;
 - b. Any direct or indirect position or financial interest held in any outside concern that competes, negotiates or does business with the CAC or CHF;
 - c. Any disclosure or use of information relating to the CAC or CHF for the benefit, advantage or profit of either the individual or his/her agency;
 - d. Any other matter in which the individual's ability to act in the best interest of the CAC or CHF may be compromised or impaired by an interest outside CAC or CHF.
- iii) Executive Members must declare conflicts of interest and must enter them into the minutes of the Executive and CAC along with a note stating that the Executive Member abstained from voting due to the declared conflict.
- iv) The Chair, or any other executive committee member may ask the conflicted member to withdraw from parts of the meeting of the Executive or CAC.

3. Duties

- Acts as consultative body to CAC Chair
- Prepares agendas for regular CAC meetings
- In conjunction with Service Canada and the CAC an annual operating budget is developed. The fiscal agent for the budget is the CHF
- Acts in accordance with any powers, duties and functions assigned by the Community Action Committee
- Reviews and makes recommendations concerning:
 - requests for individual voting membership in the CAC;
 - government and external relations.

4. Meetings

Regular meetings of the CAC Executive will take place, normally in the week prior to the monthly CAC meeting.

In the event the Chair is unable to attend the meeting, the Vice-Chair will act as Chair. In addition, if the Vice-Chair is unavailable the majority of members present may delegate a Chair for the meeting.

5. Delegation of Authority

The Executive Committee has the power to act for the CAC in situations, which, in the opinion of the Executive Committee, require immediate action prior to the next meeting of the CAC, on the condition that action taken will be reported to the CAC.

6. Reporting to the CAC

The Committee shall regularly report to the CAC with respect to its activities and decisions.