



Community Connection Executive Board of Directors Terms of Reference

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Approval:	Council
Point of Contact:	Manager, Recreation and Community Programs (Staff Liaison)

1.0 Enabling Legislation

The Municipal Act provides the municipality with the authority to create advisory committees for specific purposes. The Town of Whitby Council has deemed it advisable to establish the Community Connection Executive Board of Directors.

2.0 Mandate and Responsibilities

2.1 Purpose

The purpose of the Executive Board is to oversee all the Community Connection sites as well as all related expenditures and revenue generated by these programs and to partner with the Town of Whitby and the Durham District School Board or other governing agencies.

2.2 Objectives of the Executive Board

- a) To provide accessible programs to all Town of Whitby residents.
- b) To enrich community spirit through involvement.
- c) To utilize Town of Whitby and Durham District School Board and other governing agencies property for community activities.

2.3 The Executive Board is appointed by Council to provide direction in the following areas:

- a) Evaluate the recreational needs in the community as they pertain to the purpose for Community Connection;
- b) Design and implement programs;
- c) Participate in the development and implementation of policies and procedures to maintain fiscal responsibility for the organization; and,

- d) Advise members of the Town of Whitby, the Durham District School Board and other governing agencies on the policies of Community Connection.

3.0 Lead Department

- 3.1 The Community Services Department will be the lead for the Community Connection Executive Board of Directors. Staff from other departments may attend meetings as required to provide expertise or report on various matters.

4.0 Membership and Composition

- 4.1 All members shall agree to abide by and comply with the Terms of Reference of Community Connection.
- 4.2 All residents of the Town of Whitby are entitled to apply to be appointed by Council to the Executive Board.
- 4.3 All members must attend a minimum of 75% of the Executive Board meetings, unless special circumstances warrant.
- 4.4 All members must be available to contribute time to special events and program demands.
- 4.5 All members must attend Executive Board training sessions, as offered by the Town of Whitby, to remain current with Town policies and procedures.

#	Board Members	Member Type
5	Citizen Members	Voting
1	Town of Whitby Representative	Voting

5.0 Executive Board Composition and Duties

- 5.1 Positions on the Executive Board must include the following: Chairperson, Vice-Chairperson, Treasurer, two (2) Members at Large. Appointments to the Executive Board will be made by Council for the term of Council, unless otherwise recommended by the Board and approved by Council.

- 5.2 The duties of the appointed members of the Executive Board shall be:

Chairperson

- Chairs all executive meetings and working committees as needed.
- Leads and looks out for the best interests of the Executive Board, volunteers and anyone involved in the Community Connection organization.
- Assists Director of Operations as needed.

- Other duties as required.

Vice-Chairperson

- Assists duties of Chairperson and assumes duties in absence of Chairperson.
- Other duties as required.

Treasurer

- Works with Bookkeeper and Director of Operations as needed.
- Helps create and implement the annual operating budget.
- Other duties as required.

Town of Whitby Representative (Staff Member)

- Supports Community Connection in its entirety, specifically focusing on areas in need of assistance as they arise.
- Represents the Town of Whitby's investment and interest in Community Connection as a member of the Executive Board.
- Supports the Director of Operations.
- Signing Officer for the Executive Board account.

Members at Large

- Represents Community Connection and makes decisions that impact the organization.
- Brings recommendations to Executive Board, as needed.
- Other Duties as required.

5.3 Meetings of the Executive Board shall be held the last Thursday of each month unless otherwise specified.

5.4 Where a vacancy occurs on the Executive Board for any reason, Council shall appoint a person qualified to hold office for the remainder of the term for which his/her predecessor was appointed.

5.5 A quorum shall consist of 50% plus 1 of the Executive Board and must include two (2) of the Chairperson, Vice-Chairperson, Treasurer

5.6 Only members of the Executive Board (Chairperson, Vice-Chairperson, Treasurer, and Members at Large) may vote at the Board meetings and the Annual General Meeting.

5.7 A simple majority vote of the Executive Board members present shall be followed.

- 5.8 The appointed individuals by Council will be appointed into their positions of the Executive Board at the Annual General Meeting or as needed.
- 5.9 An Executive Board Member may not instruct or be employed by Community Connection.
- 6.0 Fees
- 6.1 All program fees shall be reviewed and set by the Director of Operations, on an as needed basis.
- 7.0 Employment
- 7.1 The Executive Board has the authority to set the compensation and job descriptions of the employees of the organization.
- 7.2 Shared services from the Town of Whitby's Human Resources Department may be provided to the Board on an agreement basis.
- 7.3 Community Connection employs the following positions:
- a) Director of Operations – oversees Community Connection operations as a whole and reports to the Executive Committee but is not a voting member. Signing Officer for the Executive Board account.
 - b) Program Coordinator – reports to Director of Operations and assists in supervision of school locations and staff.
 - c) Facilities Advisory – reports to Director of Operations and Program Coordinator and carries out assigned duties related to school locations and staffing.
 - d) Program Attendants – reports to Director of Operations and Program Coordinator and carries out assigned duties related to specific school location(s).
 - e) Instructors – reports to Program Attendant and carries out duties specific to the class they are conducting.
 - f) Camp Staff – responsible for the delivery of Community Connection camp programs and reports to the Director of Operations.
 - g) Secretary of the Executive Board – responsible for recording and distributing meeting minutes.
 - h) Bookkeeper – reports to Director of Operations, Treasurer and Executive Committee. Responsible for accounting entries, deposits, disbursements, payroll, reports, year-end documents and assists in creating annual

operating budget.

7.4 Employed positions shall be paid by cheque.

7.5 Staff hires are conducted by a hiring committee comprised of Executive Board members and staff, as necessary.

8.0 Annual General Meeting

8.1 The Annual General Meeting shall be held prior to the end of March.

8.2 Annual General Meeting Agenda:

- a) Appointments to Executive Board positions;
- b) Report of the Chairperson;
- c) Minutes of the last Annual General Meeting;
- d) Report of the Treasurer;
- e) Report of the Town Representative; and,
- f) Such other business deemed pertinent for the benefit of the community.

9.0 Personal Conduct of Members

9.1 The full Executive Board may at its discretion suspend or terminate membership with a vote. If a member is terminated, the Clerk at the Town of Whitby would be notified accordingly to amend the Executive Board membership information.

9.2 Where an official position or statement is required, the official spokesperson for the Executive Board is the Chairperson or designate. No Executive Board Member may speak on an issue which requires the collective decision of the Executive Board.

9.3 The Executive Board shall only represent the community in matters that pertain to the purpose of Community Connection.

10.0 Deputations to the Executive Board

10.1 The Executive Board will receive deputations at monthly meetings based on the following:

- a) Deputations must be submitted to the Secretary of the Executive Board in written form one (1) week prior to the next Executive Board meeting;
- b) Only two deputations may be presented at a monthly meeting, unless otherwise approved by the Executive Board;
- c) The Executive Board reserves the right to ask questions but may elect to receive the information and give a formal response at a later date; and,

- d) Spectators attending deputations are not permitted to speak or may be asked to leave by the Chairperson, if the meeting is disrupted.

11.0 Finances

- 11.1 The Bookkeeper shall provide Corporate Services with a Review Engagement Report each fiscal year that details Community Connection and the Board's finances.
- 11.2 The Director of Operations and the Staff Liaison shall be the signing officers for the Board's operating account.