

Section 1: Responsibilities

A. General

- (i) The Board under the chairmanship of the President is responsible for the appointment of Convenors of Administrative and Special/Ad Hoc Committees and of NCWC Representatives.
- (ii) The Board is responsible for hiring a staff person as needed.
- (iii) Each Director shall receive an orientation package containing a current copy of the Constitution, By-Laws and Standing Rules, the Policy Book, the Procedures Manual, the Code of Ethics.
- (iv) Each Director shall keep a file of Minutes of Board Meetings and a file of correspondence and other matters relating to the responsibilities of her specific portfolio.
- (v) Each Director shall abide by the Code of Ethics.
- (vi) A request for the resignation of a Director received by the President from one more than half of the number of Directors shall be considered and voted on by the Board.
- (vii) The Board may request the resignation of a Convenor who is not carrying out her duties and appoint a replacement to complete her term.
- (viii) Each Director has a global budget for the work of her section including her own communication expenses and those of her Convenors. This budget will also, as funds are available, cover NCWC representation at such conferences or workshops as are deemed relevant to the work in this area of concern. (See Standing Rules Article VII, Section 1, C (vi)). Each Director is entitled to compensation for all travel expenses incurred for attending Board Meetings, Annual Conference and AGMs and Special Meetings and for conducting NCWC business authorized by the Board. (Standing Rules Article VIII, Section 3)
- (ix) All expenses of the President incurred in connection with presidential duties shall be covered by NCWC

B. President

- (i) The President is the official representative of NCWC, and as such, she:
 - a. speaks for NCWC adhering at all times to accepted policies, delegating this responsibility when necessary;
 - b. represents NCWC at meetings, workshops, conferences and national information sessions held by national and international bodies; government organizations and media, delegating this responsibility when necessary;
 - c. is entitled to lead the NCWC delegation to all ICW Meetings and attend all Regional Council of the Americas Meetings which occur during her term of office;
 - d. is a member ex-officio of the Board of National Council of Women of Canada Development Organization (NCWCDO).
- (ii) The President, in relations with government:
 - a. has sole responsibility for correspondence with the Prime Minister and Members of the Cabinet. This does not preclude LCWs and PCWs from contacting a

Member of the Cabinet who represents the local or provincial ridings respectively on matters of local or provincial concern;

- b. works closely with the NCWC Resolutions Convenor;
- c. is responsible for the final preparation of the Parliamentary Brief and its presentation to the Government;
- b. keeps aware of Government Committees established to study specific issues.

(iii) The President also:

- a. gives a report at the Annual Conference and AGM on what activity has taken place over the past year in regard to resolutions and government action to date;
- b. in consultation with the Board, assigns the Vice-Presidents (VPs) their liaison responsibilities with the Standing Study, Administrative and Special Committees;
- c. with the advice of the Board, may appoint an Archivist, a Parliamentary Liaison person, a Policy Adviser, and a Reader of Hansard;
- d. receives copies of all reports and minutes of Committee meetings;
- e. appoints persons to attend conferences and other events at which NCWC is to be represented;
- f. is responsible for and works with the following Convenors: Facebook, Newsletter, Public Relations, Website.
- g. assigns responsibility for the Year Book.

C. Past-President

- (i) The Past-President, during the year following her presidency shall:
 - a. assist the President at the President's request;
 - b. serve as a member of the Constitution committee.
- (ii) The term of office for Past-President is one year.

D. Vice-Presidents

- (i) VPs are Directors and have equal status except for the First Vice-President. On the list of Directors and in directories their names are listed in alphabetical order, together with the title of their portfolios.
- (ii) Liaison and reporting relationships are determined annually following the Annual Conference and AGM.

Vice-President

Committees & Responsibilities

Administration

Archives
Finance
Constitution
Election
Minutes
Nominations
Resolutions
Year Book

Economics

Economic and Employment Issues
Campaign 2000

Justice

Citizenship, Immigration and Global Affairs
Justice and Legislation
Women and Gender Equality
UN Representation
Federally-Sentenced Women

Environment	Environment
Social Development	Children and Youth Health
Social Relations	Social and Seniors Issues Culture and Heritage

- (iii) Each VP shall begin to communicate with the elected or appointed Convenors of the Committees in her portfolio within the month following the Annual Conference and AGM in order to:
 - a. establish rapport, offer assistance, and apprise the Convenors of current concerns, studies and projects;
 - b. encourage them to prepare brief and concise Plans of Work;
 - c. encourage them to undertake studies which will lead to the development of National Resolutions including consulting with experts in their particular fields of interest in order to establish complete and balanced background information;
 - d. encourage them to share information on work in progress with their Local and Provincial counterparts;
 - e. encourage them to prepare summary reports on their Committee's work-in-progress for circulation to the Federates;
 - f. promote the use of the Newsletter as media of communication;
 - g. encourage Convenors to ensure that Committee files are complete at all times and that they are transferred promptly to an incoming Convenor.
- (iv) VPs shall be appointed the liaison with the Special Committees according to subject matter.
- (v) Each VP is responsible for:
 - a. reporting to the Board at Board Meetings, at least twice a year in writing, on the activities of her assigned Convenors;
 - b. advising the Board if a Convenor in her portfolio is not carrying out her duties;
 - c. maintaining communication with other VPs on matters of mutual interest, in order to help ensure that the work of all Convenors is co-ordinated and duplication of time and effort is prevented;
 - d. keeping the President informed of activities of Federates with whom she has contact;
 - e. assuming other duties as delegated by the President.
- (vi) The Vice-President Administration shall act as Corporate Secretary. She shall be responsible for ensuring that:
 - a. the corporate records are complete and up-to-date;
 - b. the NCWC Corporate Seal and Incorporating Documents are held in a secure place;
 - c. appropriate notice of any change in the status of NCWC is filed with the government;
 - d. the Constitution Convenor is copied on all changes initiated by the Board concerning By-Laws, Standing Rules and Procedures Manual;
 - e. a system is developed for recognizing contributions to NCWC and a list of those recognized is kept in consultation with the Treasurer;
 - f. an inventory of assets is updated annually.

E. Treasurer

- (i) The Treasurer is a Director and Convenor of the Finance Committee. She shall be bonded. She shall have a background in financial management, budgeting and computer accounting.
- (ii) The Treasurer's responsibilities include:

- a. working closely with the Bookkeeper, the Financial Reviewer, and the Finance Committee to ensure that the bookkeeping methods reflect clearly the day-to-day and month-to-month transactions;
 - b. consulting the Board before any non-budgeted expenses, in excess of five hundred dollars (\$500) per expenditure, are approved;
 - c. keeping in touch with the Investment Adviser of the Reserve Fund regarding investment activities;
 - d. receiving and approving all financial statements on a monthly basis;
 - e. presenting financial statements to the Board.
- (iii) The Treasurer's duties also require:
- a. working closely with the President, Administration VP, and the Finance-Committee in preparing the Budget for the coming year;
 - b. presenting the Budget to the Finance Committee, then to the Board and finally, to the Voting Body at the Annual Conference and AGM;
 - c. being prepared at the Annual Conference and AGM, to answer questions about the Financial Statements and the Budget;
 - d. keeping informed about all special project budget preparation and funding
 - e. developing financial policies for recommendation to the Board of Directors to help ensure that NCWC meets its goals;
 - f. developing suggestions for reducing costs and/or raising funds, if needed, for presentation to the Board.

ARTICLE VII – COMMITTEES

Section 1: Standing Study Committees

A. Composition and Selection

- (i) Currently, the Standing Study Committees are: Children and Youth; Citizenship, Immigration and Global Affairs; Culture and Heritage; Economic and Employment Issues; Environment; Health; Justice and Legislation; Social and Seniors Issues; Women and Gender Equality.
- (ii) Convenors of Standing Study Committees are elected according to the process outlined in Standing Rules Article IX Nominations and Elections. The term of office is two years, renewable once.
- (iii) Convenors of LCW, PCW, and NCWC Study Group Committees are members of similar NCWC Standing Study Committees.
- (iv) An NCWC Convenor of a Standing Study Committee may ask persons knowledgeable about her Committee's subject matter to be resource persons.
- (v) Convenors of NCWC Standing Study Committees are members of corresponding Committees of ICW.

B. General Responsibilities

- (i) Standing Study Committees shall gather and study information that is national in scope concerning their respective subjects and submit recommendations for action, including resolutions, policy updates and letters for the President's signature.
- (ii) Standing Study Committees shall work collaboratively on cross-cutting issues.

- (iii) Standing Study Committees shall support the promotion of women to policy-making bodies in their field of responsibility.
- (iv) Letters or position papers or reports related to current concerns and drafted by Convenors of Standing Study Committees must be based on existing NCWC policy and submitted to the President for her signature.
- (v) Convenors of Standing Study Committees shall study changes being made to legislation, checking to see if the principles comply with NCWC policy and, if not, proceed to intervene/advocate to the appropriate bodies.
- (vi) Convenors of Standing Study Committees shall not speak or act, or make statements in Annual Reports contrary to NCWC policy.

C. Administrative Responsibilities

- (i) Each Convenor of a Standing Study Committee shall forward to her respective liaison VP, a copy of her Plan of Action, progress reports, relevant correspondence and Annual Report for review and possible revision.
- (ii) Each NCWC Convenor of a Standing Study Committee shall:
 - a. try to prepare a Plan of Action with the help of her Liaison VP concerning the actions that she would like to pursue with respect to her convenorship. She should communicate these ideas to corresponding Committee Convenors or Presidents of LCWs, PCWs, and NCWC Study Groups;
 - b. maintain contact with those Convenors or Presidents during the year;
 - c. prepare for the Annual Conference and AGM an Annual Report on her activities, including the implementation of her Plan of Action and a summary of activities as reported to her. This report must be received by the Administration VP at least one (1) month prior to the date of the Annual Conference and AGM for publication in the Docket.
- (iii) Convenors of Standing Study Committees shall respond promptly to requests from ICW, even if the response only advises that the information requested is not available or the subject matter is not relevant to NCWC. Directives from ICW are sent to the NCWC mailing address and copies are forwarded to the NCWC Convenors of Standing Study Committees. Convenors of Standing Study Committees shall send copies of their correspondence with ICW to their liaison NCWC VP.
- (iv) Each Convenor of a Standing Study Committee shall maintain a file recording her activities which, when her term is completed, shall be given to the incoming Convenor. Such a file shall contain copies of Plans of Action and activity reports, relevant NCWC Resolutions with background information, and correspondence.
- (v) An outgoing Convenor of a Standing Study Committees may, if requested, help prepare the Plan of Action for the coming year.
- (vi) Convenors of Standing Study Committees asked to attend Board Meetings, shall be eligible for the same travel subsidy as Directors. Other expenses, such as attending workshops, after discussion with the respective Liaison VP, shall be reimbursed from that VP's global budget, as also shall Convenor's communication expenses. (See Standing Rules, Article VI, Section 1 A viii)
- (vii) Convenors of Standing Study Committees may be requested to represent NCWC in partnerships or coalitions.

- (viii) A Convenor of a Standing Study Committee who has not actively communicated with LCWs, PCWs and Study Groups during her term of office is not eligible for nomination for a second term.

D. Terms of Reference

(i) Children and Youth

The Convenor and her committee shall:

- a. monitor and advocate when needed for the upholding of the rights of children and youth living in Canada as articulated in the Convention on the Rights of the Child and those reflected in the Canadian Charter of Rights;
- b. respond to ongoing social issues that limit their well-being (poverty, housing, access to care etc) as well as emergency and emerging concerns impacting the overall well-being of children and youth living in Canada;
- c. prepare updates, documents and letters for the NCWC Board and when appropriate to engage with the overall membership by organizing forums or newsletter reports, etc.

(ii) Citizenship, Immigration and Global Affairs

The Convenor and her committee shall:

- a. follow policy at present on the NCWC books, and work towards introducing policy to cover the multi-faceted meaning of Citizenship, Immigration and Global Affairs;
- b. study immigrant/refugee women and children and their integration into the community;
- c. familiarize themselves with the democratic process as it pertains to women and children world-wide;
- d. take a proactive stance encouraging women to participate in their communities by seeking elected office or positions on organizations that formulate public policy.

(iii) Culture and Heritage

The Convenor and her committee shall:

- a. endeavour to cover all areas of Culture and Heritage that promote a Canadian identity;
- b. monitor issues in regard to post-secondary education;
- b. study the use being made of films, radio, printed matter, television and the internet, to promote freedom of speech and fair comment;
- c. promote awareness of the responsibility of the mass media to truth and morality.

(iv) Economic and Employment Issues

The Convenor and her committee shall:

- a. look at all aspects of women in the workforce;
- b. promote an ethical framework for all persons in the workplace, with attention directed to the matter of benefits for contractual and part-time workers;
- c. promote fair and progressive labour conditions.
- d. be aware of the need for fast movement on matters of Trade and Trends such as globalization;
- e. study and report on how changes may particularly affect women, the family and the community at large;
- f. study and report on items such as economic trends, taxation policies and pensions;
- g. assist the Finance Committee in preparation of briefs and submissions.

(v) Environment

The Convenor and her committee shall:

- a. review aspects of the environment such as water, soils, air quality, land use and public safety as it relates to NCWC policy;
- b. advocate for improvements where appropriate;
- c. advocate for environmental sustainability.

(vi) Health

The Convenor and her committee shall:

- a. keep up to date on all aspects of health and ageing;
- a. be aware of research affecting the physical, mental and emotional health of women;
- b. advocate for adequate health services in the areas of physical, mental, spiritual and social needs for families and individuals of all ages;

(vii) Justice and Legislation

The Convenor and her committee shall:

- a. be mindful of the criminal justice system as it affects women as both victims and offenders;
- b. monitor issues in relation to human rights and tools such as gender-based analysis.

(viii) Social and Seniors Issues

The Convenor and her committee shall:

- a. endeavour to keep aware of the unmet needs of children, families and individuals;
- b. advocate and advance issues to improve the lives of seniors, dealing with concerns such as the elimination of elder abuse, the provision of affordable housing and adequate income, the promotion of healthy living, etc.
- c. advocate for the improvement of social conditions.

(ix) Women and Gender Equality

The Convenor and her committee shall:

- a ensure an integrated approach in the work of Council to address women's equality
- b monitor and create awareness within Council and the wider community of issues related to women's equality and respond to Government of Canada initiatives thereof
- c make recommendations to the Board concerning actions to be taken as well as initiate activity to promote women's equality including providing advice to ensure that Policy is current

ARTICLE VIII – MEETINGS

Section 3: Board of Directors Meetings

A. Roles and Responsibilities

- (i) The Board shall meet at least twice during the year in addition to Post- and Pre-Conference Meetings. If necessary, meetings may be held by teleconference.
- (ii) If the President decides that a matter is urgent, there may be a vote by e-mail or mail.
- (iii) The Board Meeting held in November or October will be held in a convenient location in Ottawa.
- (iv) The President shall contact the Board to set mutually satisfactory dates for meetings.
- (v) The President shall prepare and distribute a draft agenda at least two days before the date of the meeting.
- (vi) Board members shall bring typed reports to the meeting or, if possible, have distributed such reports two days before the date of the meeting. All reports are to be emailed in a timely manner to the Minutes Recorder for inclusion in the Minutes.
- (vii) All motions shall be in writing with the mover and seconder clearly noted. Relevant budget implications shall be indicated.

- (viii) Minutes of Board Meetings:
- (ix) Attendance Expenses: Within the budget allocation for Board expenses the following shall be covered:
 - a. Directors shall be reimbursed for all travel costs in accordance with travel policies in the Procedures Manual. A reasonable effort should be made to travel by the most economical way available.
 - b. All meals shall be provided for the period of Board Meetings, Annual Conference and AGM s and Special Meetings or reimbursed at a pre-set rate (breakfast \$7.00, lunch \$10.00, dinner \$15.00 with receipts for each meal being submitted.
 - c. Shared hotel accommodation shall be reimbursed for attendance at Board Meetings, Annual Conference and AGM s and Special Meetings (at one-half the room rate up to \$75/person/night).

ARTICLE IX – NOMINATIONS AND ELECTIONS

Section 1: Positions to be Filled Every Second Year

- (i) Board of Directors: President and Six (6) VPs and Treasurer
Term is two (2) years, renewable once, excepting the Treasurer whose term is renewable twice.
- (ii) Convenors of Standing Study Committees, currently nine (9)
Term: two (2) years, renewable once

Section 2: Eligibility for Office

A. For the Position of President

- (i) Nominees for President shall be persons with proven leadership and administrative skills who have served NCWC as an elected or appointed Director, or as a LCW or PCW President.
- (ii) Any member of any LCW, PCW or NOS is eligible for nomination as President provided she meets the criteria in (i) above.
- (iii) A President may serve on the Board of Directors for up to nine (9) consecutive years (i.e. 4 years as Director, plus four (4) as President plus one (1) as Past President) subject to the provisions of Bylaw Article IX Section 3 (iii). A Treasurer who is elected President may serve on the Board of Directors for up to eleven (11) consecutive years (i.e. six (6) as Treasurer, plus four (4) as President plus one (1) as Past President) subject to the provisions of Bylaw Article IX Section 3 (iii).

B. For All Elected Positions Except President

- (i) Any member of a Federate is eligible for nomination. An Individual Member must serve as a Convenor before being eligible for nomination to the Board.
- (ii) Nominees for Vice-President must have held an executive position in any Federated Organization.
- (iii) Whether a person serves in an elected position because she has been elected or appointed to it, she is subject to the terms of By-law Article IX Section 2 (iii), Standing Rules Article IX Section 3 (iii) and (iv).

- (iv) A person is eligible for nomination to the Board after two (2) years of not holding a position on the Board.
- (v) A person is eligible for nomination to a previously held position of Convenor of a Standing Study Committee after an absence of two (2) years of being Convenor of that particular Committee.
- (vii) A Director or Convenor of a Standing Study Committee who fails to fulfil her duties and obligations in NCWC shall not be eligible for nomination at the next election and can be asked to resign.

Section 3: Regulations

- (i) Nominations for Directors, and Convenors of a Standing Study Committees, may be made by any member of the Voting Body.
- (ii) Each member of the Voting Body shall be entitled to submit only one (1) Nominating paper.
- (iii) At least two (2) nominations are required to be a candidate for office. One of these two nominations may be made by the Nominations Committee.
- (iv) No candidate may accept nomination for more than one (1) position.
- (v) An incumbent Director or Convenor of a Standing Study Committee not wishing to stand for election to any position for the following term shall notify the Nominations Convenor by October 15 or as soon as possible thereafter.
- (vi) The President shall notify the Nominations Convenor by October 30 or as soon as possible thereafter of Directors or Convenors who are not eligible to hold office in the coming year.

ARTICLE X – FINANCE

Section 3: Disbursements

E Travel Subsidy for Board Meetings and the Annual Conference and AGM

Travel subsidies based on the lowest possible fare are paid upon submission of substantiating vouchers to the Treasurer.

- (i) Presidents of LCWs, PCWs, NCWC Study Groups and LOSs or their designates for the Annual Conference and AGM: the subsidy shall be half of the travel costs over three hundred dollars (\$300), contingent on availability of funds.
- (ii) NCWC Convenors or their designates for the Annual Conference and AGM: the subsidy shall be the travel costs in excess of three hundred dollars (\$300), contingent on the availability of funds.
- (iii) NCWC Directors for all Board Meetings and the Annual Conference and AGM: the subsidy shall be all travel costs contingent on the availability of funds.