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## 2012 Manitoba Regional Committee – Terms of Reference

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### **Purpose**

The CCEDNet Manitoba Regional Committee is a member-led governance structure providing leadership, strategic direction and oversight, as well as accountability for network activities in Manitoba.

### **Committee Membership**

Committee membership shall be a minimum of five (5) and a maximum of fifteen (15) members in good standing from that region. Committee members shall be appointed or elected to terms of up to two years, with one half of the terms expiring each year. CCEDNet members from Manitoba who are on the Board of Directors shall be on the Manitoba Regional Committee. CCEDNet members from Manitoba who are on a Standing Committee may be on the Manitoba Committee.

Committee membership shall recognize the diversity of CED contexts in Manitoba: geographic regions, gender balance, (dis)ability and sectors of activity. Particular emphasis will be placed on ensuring Aboriginal, newcomer, northern and rural perspectives. In order to provide strong linkage to the various sectors working on CED, those on the committee should be able to demonstrate their relationship to members and key sectors

### **Committee Mandate**

1. Provide a mechanism for feedback and consultation between the CCEDNet membership and the Manitoba CCEDNet office about CCEDNet activities.
2. Provide strong linkages to the various sectors working on CED in Manitoba.
3. Foster relationships with members and design outreach strategies to grow the membership.
4. Work with staff to develop and formally approve an annual action plan outlining the annual budget, activities for Manitoba programming related to Manitoba-specific funding, and setting policy, program, and research priorities for Manitoba.
5. Design and oversee a process, with members, to review and approve an annual action plan, and collectively identify strategic policy, program, and research priorities through at least one member forum each year.
6. Receive regular reports and updates from the Regional Coordinator, participate in the hiring of regional coordinators, and review annual budgets and activities.
7. Submit regular reports to the Board of Directors and bring issues and recommendations forward to the Board for consideration and approval.



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## Clarifications

- 10 members will make up the Regional Committee for the first year.
- Terms will be for two years.
- There will be 4 Regional Committee meetings per year, in addition to the Annual Member Meeting and Annual Policy Forum.
- There will be 1 spot for Newcomer representation, 1 spot for Aboriginal representation, and 2 spots for Rural/Northern representation.

## Nominations Process

- Three members not up for re-election will volunteer as the 2012 Nomination Committee, and will review Nominations.
- Candidates must be members in good standing of the Canadian CED Network (either full or associate members) and must be nominated by another member in good standing, but not from the same organization.
- Nominations must include:
  1. Name of member nominated.
  2. Name of nominating member.
  3. A description of the leadership, experience, regional or sectoral perspective, connections to members and networks, connection to the mission and values of CCEDNet, and the ability to contribute to the Regional Committee. (1 page maximum)

## Electoral Process and Timeline

- Members will vote for 5 candidates
- Elections will be held electronically, via the Gifttool system (note: this is the system used for CCEDNet Board elections)
  - o A username and passcode is assigned for each voting member to ensure only one vote per member.
  - o A form e-mail letter with the individual code and voting instructions is sent to each voting member, as well as a later reminder email.
  - o Votes are tabulated and announced via CCEDNet Manitoba email bulletin
- 1 vote per full membership (organization as well individuals); associate members do not vote.
- Timeline for election:
  - Nomination Process Begins (Annual Member Meeting)
  - Nominations Due
  - Elections Begin
  - Elections Close
  - Results Announced
  - Regional Committee Meeting