

Current Governance Structure of CCS (May 2002)

Executive

Membership: Co-chairs, Treasurer, 2 members of Council, Principal
Responsibility: acts on behalf of the Central Council at its request at those times when business emerges that requires immediate attention and action
Meetings: -meets as necessary accountable to Central Council through written minutes

Human Resources

Membership: 5 members, one staff representative (not the Principal)
Responsibility:
 -provide a confidential consultative forum for Centre staff
 -formulate and recommend policies and actions in the areas of personnel
 -implement personnel related policy
Meetings:
 -meets monthly in Winnipeg accountable to Central Council with a written report and representation

Tapestry Editorial Sub -Cte

Membership: Editor, 2 members Development and Communication Administrator
Responsibility:
 -oversee all aspects of newsletter production
Meetings: meet by phone, 6-8 times/year accountable to Communication and Promotion Committee

Finance

Membership: Treasurer, 3 members 1 student representative, Principal, Office Administrator
Responsibility:
 -review of financial statements, monitoring financial situation
 -preparation of budget
 -oversight of investment management
 -development of financial policies
Meetings: monthly meetings in Winnipeg accountable to Central Council with a written report and representation to each Council Meeting

Development

Membership: 1 student, 5 members Development and Communications Administrator, Principal
Responsibilities:
 -develop a network of friends of the Centre for mutual support, growth, and challenge
 -establish and implement plans for sustained financial support
 -develop and propose policy regarding development work
 -establish regional working groups (including coopted members)
Meetings: meets by telephone 6-8 times a year accountable to Central Council with a written report and representation to each Council Meeting

Awards

Membership: 1 student, 2 members, 1 staff
Responsibilities
 Assess applications and award CCS scholarships
 Assess nominations and recommend Companion of the Centre
Meetings: meets 2-3 times/year Accountable to Central Council through written reports

Central Council

Membership
 16 approved/elected members -1-4 members elected by the Friends
 -5 representatives of the Anglican Church -2 representatives from the current student body
 -5 representatives of the United Church
 ex-officio member from the staff of each of the United and Anglican churches
 Principal, one other member of staff at each meeting

Responsibilities:
 -discern and articulate the vision for the Centre and set priorities for the work
 -ensure that the Centre operates within its by-laws and policies and in accordance with its legal responsibilities
 -ensure that the Centre has the financial and human resources necessary to fulfill its mandate
 -monitor the overall health of the Centre, its staff and volunteers

Meetings:
 a 2-3 day "Face-to-Face" meeting in Winnipeg
 6-8 Conference calls (2 hours)

accountable to the Corporation through its annual report to the Annual Meeting to The Anglican Church of Canada and The United Church of Canada through denominational appointees

Program

Membership: 2 student representatives 4 members, 1 Program staff, Principal
Responsibilities
 -develop and implement diploma, certificate, joint diploma/degree and continuing education programs
 -develop and propose policy related to program
 -ensure that the program design and content reflects the educational mandate of the Centre
Meetings: meets 5-6 times a year by phone accountable to Central Council with a written report and representation

Communication and Promotion

Membership: 1 student, 6 members, (at least one on the Tapestry Editorial), Development and Communication Administrator, Principal
Responsibility:
 -create a communication and promotion strategy through print resources, audio visual resources, advertising, website, regional network and email
Meetings: meets by phone 6-8 times/year Accountability to Central Council with a written report and representation

Volunteer Recruitment and Support

Membership:
 2 members of Council (including one co-chair)
 2 members, Principal
Responsibility:
 -fill vacancies, prepare slate for annual meeting
 -prepare job descriptions for volunteers
 -volunteer appreciation
Meetings: periodic meetings through out the year, by phone
 Accountability to Central Council with a written report and representation

Property

Membership: 3 members
 Office Administrator
Responsibility:
 -oversee building and property
 -ensure the facilities are accessible, safe and well maintained
Meetings: once a month at the Centre accountable to Central Council through written reports