

## **COMMITTEE NAME**

### **Planning and Governance**

#### **Purpose**

To assist the Council in setting and monitoring its mission and planning, and to provide oversight of its records.

#### **Duties and Responsibilities**

1. Keep Strategic Plan of the Central Council up-to-date monitoring how the Council's work is guided by the Plan, evaluating the Plan and its implementation for learning and celebrating successes.
2. Assist the Council in setting both long and short term priorities in light of the Mission and Stance Statements and Strategic Plan.
3. Planning and policy overview ensuring that:
  - Past achievements and accomplishments are reviewed
  - There is a comprehensive set of policies and procedures.
  - These are easy to access and there is a process for updating.
4. Responsible to see that all necessary books and records of the Corporation that are required by the by-laws of the Corporation or by any applicable statute or law are regularly and properly kept. Minutes of Central Council and all Committees will be reviewed annually to ensure proper records.
5. Provide education to all aspects of the organization regarding CCS's commitment to social justice within the organization, especially its commitments as an Affirming Community of the United Church and Proud Anglicans, and monitor CCS's effectiveness in maintaining its commitments.
6. Maintain relationships with Affirming Community program of the United Church and Proud Anglicans.
7. Be the custodian of the corporate seal of the Corporation and of all books, papers, records, correspondence and documents belonging to the Corporation.
8. Maintain a calendar of key dates
9. Ensure an Annual Report and audited financial statement are submitted annually to The United Church of Canada and the Primate of the Anglican Church of Canada or the delegate of the Primate for review.
10. Monitor bylaw adherence and prepare bylaw change proposals for Central Council and the Annual Meeting.
11. Ensure minutes taken of all meetings, while ensuring confidential material is filed appropriately.
12. Review the committee membership, its skills and experience, and those required to fulfill the mandate of the committee, and report to the Recruitment Working Group in preparation for the Annual Meeting and as needed.
13. Submit a written report to each Central Council meeting, and ensure Committee representation to each Central Council meeting.
14. Submit a written report for the Annual Report.
15. Working with staff and Working groups, prepare and submit an annual budget to the Finance Committee

## **Composition and Qualifications**

3 members  
Principal

The duties of the Committee may be undertaken by Working Groups established by and responsible to the Committee (e.g. Strategic Planning Working Group, Records Review Working Group, Social Justice/Affirming Working Group, etc.). Conveners of Working Groups will be corresponding members of the Committee.

Skills needed:

- capacity to see the organization as a whole and to understand its various parts
- imagination for the future of CCS
- awareness of the needs of church and society for diaconal ministries.
- Attention to detail in planning and records keeping
- Commitment to the perspectives on social justice of CCS

## **Commitment**

4-6 meetings per year by telephone and work between telephone meetings by email. Those examining records will require a significant block of time once each year for this task. The Chair (or designate) will be a member of Council.

## **Terms of Appointment**

2 year term, renewable twice

## **Authority/Decision Making**

Staff are full members of the Committees and Working Group entitled to vote unless otherwise indicated.

## **Accountability**

- to Central Council with a written report
- Copies of minutes to be sent electronically to Council members.
- to the Corporation annual meeting with a written annual report

**Date accepted:** January 21, 2010

Supporting Policies:

Privacy Policy

Add to files:

Bylaws

Stance Documents

Strategic Plan

**Work to be done:**

- a. The Strategic Plan has fallen through the cracks. I am not sure how it will relate to the group set up by Council to look at the financial future of CCS—but both of these really need work—the latter if CCS is to survive and the former if the Council is to have its work focused toward a specific mission. The Planning and Governance Committee ought to spend significant time getting the Strategic Plan back on track.
  
- b. The Corporation is poorly defined in the bylaws and ought to have some serious thought. Also the documentation in CCS files does not make clear that the Corporation is registered under either the Federal or Manitoba Non-profit Corporations Act (It was originally registered in Ontario.) The change may have been made but no records are apparent so some research is needed on this and the bylaws need to be examined in light of whatever Act CCS falls under.
  
- c. The bylaws need a significant overhaul. They are very poorly written (I think this was to keep the situation flexible at the move) and need clarifying. The category of Friends is loose. The authority of the Corporation is fuzzy. The process for amending bylaws is unclear, etc, etc.

**Working Groups of Planning and Governance Committee****Recruitment Working Group****Purpose:**

To ensure effective governance and strong leadership for CCS through succession planning and volunteer recruitment.

**Duties and Responsibilities**

1. Review the terms of reference of Central Council, Committees and Working Groups annually.
2. Develop a succession plan for Council, Committee and Working Group members.
3. Develop Council member recruitment materials, including position descriptions and committee terms of reference.
4. Review Council members' eligibility for re-election and the Council composition to ensure diversity, skills and expertise required by the Council.
5. Develop and maintain broad networks within the churches and community.
6. Develop and maintain a list of potential volunteers and their skills.
7. Receive information about volunteer tasks needing to be done through the Principal or staff, work with the Principal or staff to create job descriptions, and advertise the jobs as appropriate.
8. Match people with jobs needing to be done in the organization on Council, Committees or Working Groups, or pass on names to staff if the person is to work in the administrative section of the organization.
9. Interview and screen volunteers as needed.

10. Receive, reflect and act on the committees' membership reports and requirements in order to prepare an appropriate slate of nominations.
11. Prepare a slate of candidates for Council and Committees at the Annual General Meeting. Membership will be staggered as much as possible to allow continuity.
12. Ensure that denominational appointees are approved by the Anglican/United Churches prior to names being presented to AGM.
13. Contact Council/committee members who are unable to complete their term to offer care and invite feedback.
14. Create and review policies as necessary to support the work of the committee and submit all policy recommendations to the Council for approval.
15. Prepare and submit an annual budget to the Planning and Governance Committee for the Working Group's needs.
16. Minute all meetings, while ensuring confidential material is filed appropriately.

## **Composition and Qualifications**

### **Staff Responsibilities**

Provide administrative support to the Working Group and participate in the work of the committee. Staff are full members of the Working Group entitled to vote unless otherwise indicated.

### **Membership**

Convener of the Working Group who is a corresponding member of the Planning and Governance Committee.

One of the co-chairs of Council

2 members

1 staff member

This Working Group is active year-round.

The Working Group should be as diverse as possible geographically and in terms of the constituency of CCS.

## **Commitment**

### **Meetings**

- Periodic meetings through out the year, with increased frequency for three months prior to Annual meeting.
- Work between meetings to recruit new members.
- Meetings will generally be by phone or email.

## **Terms of Appointment**

2 years, renewable twice

## **Authority/Decision Making**

### **Accountability**

- to Central Council through the Planning and Governance Committee with a written report
- to the Corporation annual meeting with a written annual report and slate of nominations.

- submit a copy of minutes to Administrative Assistant for official records

### **Skills needed**

- Ability to invite people (known and unknown) to give of their time and talent to needed work.
- Experience in volunteer coordination and management
- Knowledge of CCS constituency and church people in Winnipeg and across the country.
- Familiarity with volunteer sector risk management.

### **Supporting Policies:**

Privacy Policy

Screening Policy and Procedures

## **Volunteer Enhancement Working Group**

### **Purpose:**

To assist CCS in volunteer enhancement and volunteers active in the CCS organization to contribute effectively and meaningfully to the mission of CCS.

### **Duties and Responsibilities**

1. Develop and recommend policies, practices and standards for volunteer enhancement to the Council through the Planning and Governance Committee.
2. Research trends, best practices and current resources to enhance volunteer recruitment, screening, orientation and training, evaluation and recognition.
3. Ensure risk management protocols are in place.
4. Prepare orientation pages or packets for volunteers that describe their jobs and accountability.
5. Ensure orientation to CCS and the work of the Council/Committee for new members.
6. Provide ongoing relevant Council enhancement education for council members.
7. Lead annual Council self-evaluation processes.
8. Monitor the work of volunteers giving support as needed.
9. Write thank you letters to volunteers and plan celebrations of their work. Ensure ongoing support and affirmation of governance volunteers (eg. cards of thanks) and provide recognition and celebration of outgoing Council and Committee members.
10. Prepare and submit an annual budget to the Planning and Governance Committee for the Working Group's needs.
11. Minute all meetings

### **Composition and Qualifications**

2 Members

One Staff representative

The convener shall be a corresponding member of the Planning and Governance Committee.

## **Commitment**

### **Meetings**

The working group will meet 3-4 times per year or at the call of the convener, normally by email or telephone. Working Group members will be required to carry out work between meetings.

### **Terms of Appointment**

2 year term, renewable twice

### **Authority/Decision Making**

#### **Accountability**

- to Planning and Governance Committee through its convener
- to the Corporation annual meeting with a written annual report
- submit a copy of minutes to Administrative Assistant for official records

### **Skills among the membership**

- ability to see tasks that need to be done and imagine how people can do them for the well-being of the organization, whether the task be large or small.
- Experience in volunteer coordination and management
- Attentiveness to volunteers and their need for support.
- Familiarity with volunteer sector risk management.

### **Supporting Policies:**

Privacy Policy

Screening Policy and Procedures

## CCS Privacy Policy

### Purpose

CCS collects and gathers personal information

- to comply with regulations set out by the Government of Canada, The United Church of Canada and the Anglican Church of Canada for an educational institution.
- To administer transactions such as the creation of donation receipts.
- To build strong relationships within the community.

The purpose of this policy is to protect the privacy of collected personal information.

### Policy

CCS collects and retains personal information of students, alumni/ae, staff and other parties associated with CCS. This information is used for the academic, administrative, employment-related, financial and statistical purposes of CCS, including for the administration of admissions, registration, awards and scholarships, graduation, alumni/ae relations and other fundamental activities related to being a member or supporter of the CCS community, a user of services provided by CCS or an attendee of CCS events. The information will be used, among other things, to admit, register and graduate students, record academic achievement, issue library cards and to operate academic, financial, alumni/ae and other CCS programs. Information on admissions, registration and academic achievement may also be disclosed and used for statistical and research purposes by the United and Anglican Churches, other affiliated educational institutions and the federal and provincial governments. The names of alumni/ae, award information, diplomas or certificates awarded and date of graduation are considered public information and may be published by CCS. In addition, student photographs posted by CCS in the form of individual pictures or class pictures may be publicly displayed.

### Protocol

#### 1. Definitions

Personal Information means information about an identifiable individual, and includes things such as gender, age, address information, ethnicity, financial information, registration, course, educational credit and grades information, ID numbers and any other data assigned to an individual.

Summarized Data means records which have been manipulated or combined to provide generalized or aggregated information.

Business contact information and publicly available information (e.g. telephone directories) are not considered private information.

#### 2. Personal Information

##### a) Employees

*Purpose for Collection:* To maintain records of employment for all human resource activities including hiring, employee evaluation, employee health and welfare, salary and benefits, pensions, etc.

*Information:* Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; SIN; health information; employment history; educational information; library records including card identification; academic records; transcripts; appointment and promotion information; resume; application documents; letters of reference; contract; performance appraisal; recommendation for tenure or continuing appointment; leave applications; correspondence on terms/conditions of employment and discharge of duties; disciplinary material; salary and benefits; pension; financial information; record of employment; vacation and sick leave information; group insurance claims.

Within CCS, this information may be shared with the Principal and Human Resources Committee. Administrative staff may also have access to this information for secretarial, filing, records and library purposes. Application information will be shared with the General Council and General Synod staff representatives for Theological Education.

b) Students:

*Purpose for Collection:* To create and maintain student records for enrollment and support purposes.

*Information:* Personal information may include the following: name; address; home telephone number; fax number; e-mail address; date of birth; gender; marital status; religion; SIN; health information; employment history; educational history; library records including card identification; application; correspondence; letters of reference; transcripts; registration information; course add/delete; sessions attended; student number; academic performance; awards; appeals; academic misconduct; disciplinary information; academic advising; counseling and medical records; financial information; sponsorship; scholarships, grants and awards.

Within CCS information may be shared with staff responsible for admissions, student records, library, those administering bursaries and student services, and externally, as necessary for students with dual enrollment with schools which offer joint degree programs with CCS, and with church judicatory bodies sponsoring students.



c) Alumni/ae:

*Purpose for Collection:* To create and maintain records for historic records, for ongoing connections and for soliciting of funds.

*Information:* In addition to the Personal information collected while the individual was a student, information may be collected on changes in the following: name; address; home telephone number; fax number; e-mail address; marital status; religion; employment history; educational history; as well as correspondence; and other information relevant to the keeping of accurate records of alumni/ae.

Within CCS, this information may be shared with those staff responsible for historic records, alumni/ae relations, public relations, and fund raising. Administrative staff may also have access to this information for secretarial, filing, records and library purposes.

d) Volunteers, Supporters, and Donors:

*Purpose for Collection:* To create and maintain records for historic records, for ongoing volunteer support, for connections and for soliciting of funds.

*Information:* Personal information may include the following: name; address; home telephone number; fax number; e-mail address; religion; library records including card identification; correspondence; financial information for donors relevant to the keeping of accurate records of donors; employment history and educational history for volunteers related to the educational components of the program.

Within CCS, this information may be shared with those staff responsible for historic records, public relations, fund raising, educational programming and volunteer management. Administrative staff may also have access to this information for secretarial, filing, records and library purposes.

**3. CCS practices:**

- a) It is CCS practice to collect personal information directly from the individual the information is about. At the time the information is collected, CCS shall inform the individual of
  - (i) the purpose for which the information is collected;
  - (ii) the legal authority for the collection; and
  - (iii) the title, business address and telephone number of an officer or employee of CCS who can answer the individual's questions about the collection.
- b) CCS takes reasonable steps to ensure that Personal Information is kept safe from loss, unauthorized access, modification, or disclosure.
- c) CCS Volunteers who may have access to personal information will be asked to sign a confidentiality contract.

- d) CCS does not sell or trade Personal Information or give other bodies access to its mailing lists.

#### **4. Access to personal information**

- a) Individuals have a right of access to records containing personal information about themselves in the custody of CCS, subject to limitations, unless access to that information will or will likely cause an unreasonable invasion of a third party's privacy.
- b) Individuals have a right to request corrections to records containing personal information about themselves in the custody of CCS.
- c) To obtain access to a record, a person must make a request to the Principal in writing.
- d) If the applicant has asked for a copy and the record can reasonably be reproduced, the principal may give the applicant a copy of the record; or if the applicant has asked to examine a record or has asked for a copy of a record that cannot reasonably be reproduced, the Principal may permit the applicant to examine the record or a part of it or by giving him or her access in accordance.
- e) An applicant who has been given access to a record containing his or her personal information and who believes there is an error or omission in the information may request the Principal, in writing, to correct the information.
- f) Within 30 days after receiving a request the Principal shall
  - (i) make the requested correction and notify the applicant of the correction; or
  - (ii) notify the applicant of the Principal's refusal to correct the record and the reason for the refusal, that the request for correction has been added to the record, and that the individual has a right to make a complaint about the refusal to the Human Resources Committee.

#### **5. Disclosures**

Under certain circumstances, CCS will disclose Personal Information:

- a) when the individual has consented to the disclosure;
- b) to fulfill the purpose for which the Personal Information was collected or for a purpose reasonably consistent with that purpose;
- c) when the services CCS is providing to the person requires CCS to give information to third parties, such as the educational institutions with which a student is registered, church judicatory bodies or governmental bodies;
- d) where it is necessary to collect fees;
- e) if CCS engages a third party to provide services (such as computer back-up services, archival file storage, or client research) and the third party is bound by confidentiality obligations;
- f) if the information is already publicly known; and/or

- g) when CCS is required or authorized by law to do so.

CCS may also use Personal Information to generate Summarized Data for internal use and for sharing with educational institutions and government bodies with which CCS does business. Individual's identity and Personal Information will be kept anonymous in Summarized Data. Summarized Data may be used for research, marketing, or planning purposes.

## **6. Privacy Breaches**

The most common privacy breaches happen when personal information about students, constituents or employees is stolen, lost or mistakenly disclosed. The Manitoba Ombudsman has identified four key steps for public bodies to take in responding to a breach. These steps will guide CCS actions in case of a breach: contain the breach, evaluate the risks associated with the breach, decide who to notify about the breach (this may include affected individuals, police, technology providers, regulatory bodies), and take steps to prevent future breaches.

## **7. Disposal of private information**

Educational institutions may dispose of personal information in the following ways only:

- a) By destroying the personal information.
- b) By transferring it to the archives of another educational institution, in accordance with an agreement between the educational institutions authorizing the transfer.
- c) By transferring it to the provincial or church Archives.

## **8. Consent**

By providing Personal Information to CCS, people voluntarily consent to the collection, use and disclosure of Personal Information as specified in this policy. Without limiting the foregoing, CCS may on occasion ask for written or oral consent when CCS collects, uses, or discloses Personal Information in specific circumstances. Sometimes consent will be implied through a person's conduct with CCS if the purpose of the collection, use, or disclosure is obvious and the person voluntarily provides the information. In addition, CCS may collect, use, and disclose Personal Information without consent when required or authorized by law to do so.