

**TERMS OF REFERENCE**  
**PEEL VOLUNTEER ADMINISTRATORS' NETWORK (PVAN)**

**Article 1**     **Name**

The name of this group shall be the Peel Volunteer Administrators' Network (known as PVAN)

**Article 11**     **Purpose**

- To promote, support and advocate on behalf of those individuals involved in volunteer administration in the Peel Region and surrounding area
- To provide a forum for communication, networking and resource sharing between all persons involved in volunteer administration
- To provide membership with challenging professional development opportunities
- To advocate for issues relevant to [voluntarism](#)
- To promote [volunteerism](#) and recognition of volunteers
- To enhance professional standards
- To encourage professional affiliation at a Provincial level
- To develop leadership

**Article 111**     **3.01 Membership**

- a) Membership shall be on an individual or an agency basis, available to those working in the field of volunteer administration, or those supporting the philosophies of PVAN
- b) Member agencies may have one representative per membership (Membership is transferable)
- c) Membership shall be for the program year in which payment of dues has been made (Sept. – Aug.)
- d) One vote (only) will be permitted per membership (individual/agency)
- e) All members of the Executive Committee must be members of PVAN in good standing for the current and previous year
- f) “Visitors” are welcome to attend workshops(provided space is available) – and will be charged a “visitor fee” (no voting privileges)

**3.02 Dues**

- a) Members of PVAN shall be required to pay a membership fee annually – due at the beginning of each program year (Sept.)
- b) Fees will be determined annually by the Executive Committee.
- c) “Visitors” will be charged a fee per workshop as determined by the Executive Committee.

## **Article IV Meeting**

### **4.01 Workshops**

- a) A minimum of 5 workshops will be held each year.
- b) Program content of workshop will be determined by member input. Business arising will be dealt with at workshops.
- c) Notice of workshop will be forwarded to each member/agency at least 30 days in advance.

### **4.02 Annual Meeting**

- a) A portion of one workshop per year will be designated as the Annual Meeting.
- b) The purpose of the Annual Meeting will be to present (and make available) reports and statements of PVAN business, elect members to the Executive Committee, and transaction of business as may be required.
- c) Notice of Annual Meeting will be forwarded to members/agencies at least 30 days in advance.
- d) Agencies and/or persons who are members for the current year are eligible to vote (one vote per membership).

## **Article V Executive Committee**

### **5.01 Procedure**

- a) The Executive Committee shall be responsible for administration of PVAN and shall be responsible for:
  - determination of workshop/meeting content
  - membership promotion and administration
  - financial administration of PVAN
  - advocacy on behalf of PVAN members
- b) The Executive Committee shall meet a minimum of 5 times per year or as required.
- c) Business arising from Executive Committee will be brought to the workshops as necessary.
- d) An Annual Income and Expense Plan will be prepared and up-dated reports presented at each Executive Committee meeting.

### **5.02 Composition**

- a) Positions may be combined – a minimum of 5 members. The Executive Committee shall consist of the following positions.
  - Chair
  - Secretary
  - Treasurer
  - Membership/Publicity Chair
  - Program Chair
  - Past Chair
  - Member-at-large

- b) All members of Executive Committee must be members of PVAN in good standing for the current and previous year.
- c) A nominating Committee will prepare a slate of eligible candidates for Executive Committee to be presented at the Annual Meeting.
- d) In the event that there is no Past Chair, a committee can be formed by the PVAN membership at large.
- e) The Executive Committee will be elected at the Annual Meeting (with exception of the Past Chair).
- f) The Executive Committee may appoint individuals to specific roles or positions as deemed necessary for the remainder of the term.
- g) A minimum of 2 members of the Executive Committee will have signing authority for contracts, documents and cheques as authorized by the Executive Committee (all necessary banking arrangements are to be completed as required)

### **5.03 Term**

- a) Terms are for two years.
- b) No Executive Committee member shall serve more than 3 consecutive terms in one position, with a maximum of 6 consecutive years on the Executive Committee.
- c) The terms for Executive Committee positions should be rotated in order to avoid having all positions replaced at once.

### **5.04 Responsibilities**

- a) General
  - determine workshop dates and venue
  - determine workshop/meeting content
  - promotion and recruitment of PVAN membership
  - determine annual budget & membership fees
  - ensure all business is dealt with
  - keep accurate records of business (minutes)
  - keep accurate financial records of PVAN funds or appropriate banking procedures
  - announce and organize workshops and Annual Meeting
  - provide year-end reports
  - notify membership of vacancies on Executive Committee and submit slate of “Officers” for Executive Committee positions for the upcoming year.
  - Promote/encourage membership participation in regional, provincial and national affiliates.
- b) Specific
  - i) The Chair shall:
    - chair Executive Committee Meeting
    - ensure that a minimum of 5 Executive Committee Meetings are scheduled, and called to deal with PVAN business
    - develop an agenda to deal with business
    - ensure workshops are scheduled and organized and chaired

- provide year-end/annual Executive Committee report to general membership
- ensure PVAN has representation at functions as is necessary
- appoint a member of Executive Committee to assume role of Chair in Chair's absence

ii) The Treasurer shall:

- be responsible for financial administration, books and accounting records of PVAN funds
- ensure signing officers are in place (minimum of 2 Executive members)
- submit financial statements at Executive Committee meetings and Annual Meeting
- assist in developing and managing annual budget
- ensure all expenses are paid and recorded (including honorariums)

iii) The Secretary shall:

- keep accurate record of all meetings
- maintain books, documents and records of PVAN
- perform administrative duties, as required

iv) The Membership Chair shall:

- provide members/agencies with receipt and membership cards
- keep accurate records of annual membership
- provide membership roster for all members
- send annual notification of meetings/workshops to members/agencies 30 days in advance
- send member renewal notice in August
- promote PVAN membership to interested community members, including responding to inquiries and sending out membership packages as required in a timely fashion
- send information about upcoming workshops to guests who have attended PVAN workshops

v) The Program Committee shall:

- ensure members have input into program planning
- upon determination of program/topic for workshops ensure appropriate resources are arranged
- arrange for and confirm speakers
- ensure speakers are properly introduced and thanked (honorariums arranged etc.)
- ensure Membership/Publicity Chair is aware of upcoming program information
- a program committee member (or member at large) will be appointed to provide a written report on each program evaluation
- send reminder notices of upcoming workshops two weeks(2) in advance of said workshop

- vi) The Past Chair shall:
  - ensure that a “slate” of members for the Executive Committee vacancies is prepared and presented at the Annual General Meeting (or as needed to fill vacancies throughout the membership year)
  
- vii) The Members-at-large shall:
  - act as a support person and assist in areas of need specifically in area of membership and program
  - ensure program evaluations completed at each PVAN workshop (summary to be available at Executive Committee Meeting)
  - ensure information exchange takes place
  - act as an alternate at PVAN workshops in the absence of one of the Executive Committee members.

Revised: June 14, 2006  
June 23, 2005  
July 5, 2004  
April 27, 2002  
June 23, 1999