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

Last Updated: June 8<sup>th</sup>, 2011

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## Article II. NAME

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

## Article III. PURPOSE

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### Section 1. MISSION

To support and strengthen Volunteer Management in the Region of Peel through the encouragement of best practice by Administrators of volunteers.

### Section 2. VISION

That members of the Peel community recognize the vital contributions of volunteers in all aspects of society.

### Section 3. GOALS

- a) To provide a forum for individuals and organizations who engage and support volunteers to experience continuous improvement through professional development
- b) To provide networking opportunities for professionals in the field
- c) To promote leadership in the field of Volunteer Management
- d) To advocate for the profession

### Section 4. VALUES

#### CONFIDENTIALITY

- PVAN shall protect the privacy of members and hold in confidence, within the organization, all acquired information that is not considered public, only disclosing such information when authorized by the member, or when legally required to do so.

#### SAFE AND SUPPORTIVE SPACE

- We recognize, value and respect diversity and hold the worth, dignity and individuality of every human being as important. The PVAN Executive shall commit themselves to promoting these values in all our work with our members, our partners and the public.

## Article IV. MEMBERSHIP

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### Section 1. TERMS

- a) Membership shall be for the program year (September – August) in which payment of dues have been made
- b) Members will be given priority in attendance at workshops; visitors will be allowed if space is available

### Section 2. INDIVIDUAL MEMBERSHIP

- a) Membership shall be available to individuals working or looking to work in the field of volunteer administration
- b) Each member shall be permitted one vote

### Section 3. AGENCY MEMBERSHIP

- a) Membership shall be available to Agencies in the Region of Peel (or neighboring areas)
- b) Agencies must designate each membership to one representative affiliated to their Agency
- c) Membership may be transferred to another representative upon notice to PVAN
- d) Agency representative shall be permitted one vote, unless transferred with notice to PVAN

### Section 4. VISITORS

- a) Visitors are welcome to attend workshops, events and programming at a fee set by the Executive
- b) Visitors will not have any voting privileges

## Article V. MEETINGS

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### Section 1. WORKSHOPS

- a) A minimum of 5 workshops will be held each year
- b) Program content of workshop will be determined by member input
- c) PVAN business requiring member input will be disseminated at least 15 days ahead of time and will be resolved on specified workshop date
- d) Notice of workshop will be disseminated to each member and posted on the PVAN website at least 15 days in advance

## Section 2. ANNUAL MEETING

- a) The last workshop of the programming year will be also host the Annual Meeting.
- b) Notice of Annual Meeting will be disseminated to members at least 30 days in advance.
- c) The purpose of the Annual Meeting will be to:
  - Present reports and statements of PVAN business
  - Approve any amendments to the Terms of Reference
  - Elect members to the Executive Committee
  - Resolve any outstanding business and issues, as required
- d) Quorum for the meeting shall be:
  - 25% of Membership (not including Executive Committee)
  - 50% of the Executive Committee

## Article VI. EXECUTIVE COMMITTEE

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### Section 1. COMPOSITION

- a) All members of the Executive Committee must be members of PVAN in good standing for the current and previous year
- b) The executive committee shall consist of the following positions:
  - Chair
  - Secretary
  - Treasurer
  - Membership Coordinator
  - Program Coordinator
  - Past Chair
  - Member-at-large
  - External Liaison
  - Communications Coordinator
- c) Executive positions may be created or deleted, as required
- d) Position descriptions may be edited, as needed, provided they adhere to the Terms of Reference

### Section 2. RESPONSIBILITIES

- a) The Executive Committee shall be responsible for the daily administration of PVAN, including:
  - Setting annual Membership fees and workshop fees for visitors

- Membership promotion and administration
- Financial administration of PVAN
- Advocacy on behalf of PVAN members
- Promoting best practices in volunteer administration
- Representation of Peel Volunteer Administrators' at the Regional, Provincial and National level
- Planning and promoting workshops, events and programs
- Maintaining and providing accurate records of business to members
- Promoting, selecting and presenting suitable candidates for Executive Positions
- Reviewing the Terms of Reference, policies and Executive position descriptions on an annual basis

### Section 3. MEETINGS

- a) The Executive Committee shall meet a minimum of 5 times per year or as required
- b) Quorum shall be 50% + 1

### Section 4. SELECTION OF EXECUTIVE COMMITTEE

- a) A Nomination Committee consisting of 2 Executive Committee members shall be responsible for:
  - Promoting vacant Executive Positions to the membership
  - Managing applications and conducting interviews
  - Selecting and recommending eligible candidates to the Executive Committee
- b) The Executive Committee shall vote to approve the recommended candidates to be presented at the Annual Meeting for approval
- e) The Executive Committee may directly appoint individuals to an Executive Position for the remainder of a program year, as deemed necessary
- f) 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)

### Section 5. 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.

## Article VII. FINANCE

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- a) The Executive Committee must approve a detailed budget at the beginning of the program year
- b) The Chair and 2 Executive Committee members will have signing authority for cheques
- c) Executive Committee members must pass a Police Record Check before accepting bank signing authority
- d) All cheques must require 2 signatures

## Article VIII. AMENDMENTS

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- a) The Executive Committee shall vote to approve amendments to the Terms of Reference
- b) All amendments must be disseminated to Members at least 15 days in advance
- c) Amendments must be ratified at the Annual Meeting

## Article IX. TERMS OF REFERENCE REVISION DATES

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The Peel Volunteer Administrators' Network's Terms of Reference has been revised on the following dates:

- June 8, 2011
- June 11, 2008
- June 13, 2007
- June 14, 2006
- June 23, 2005
- July 5, 2004
- April 27, 2002
- June 23, 1999