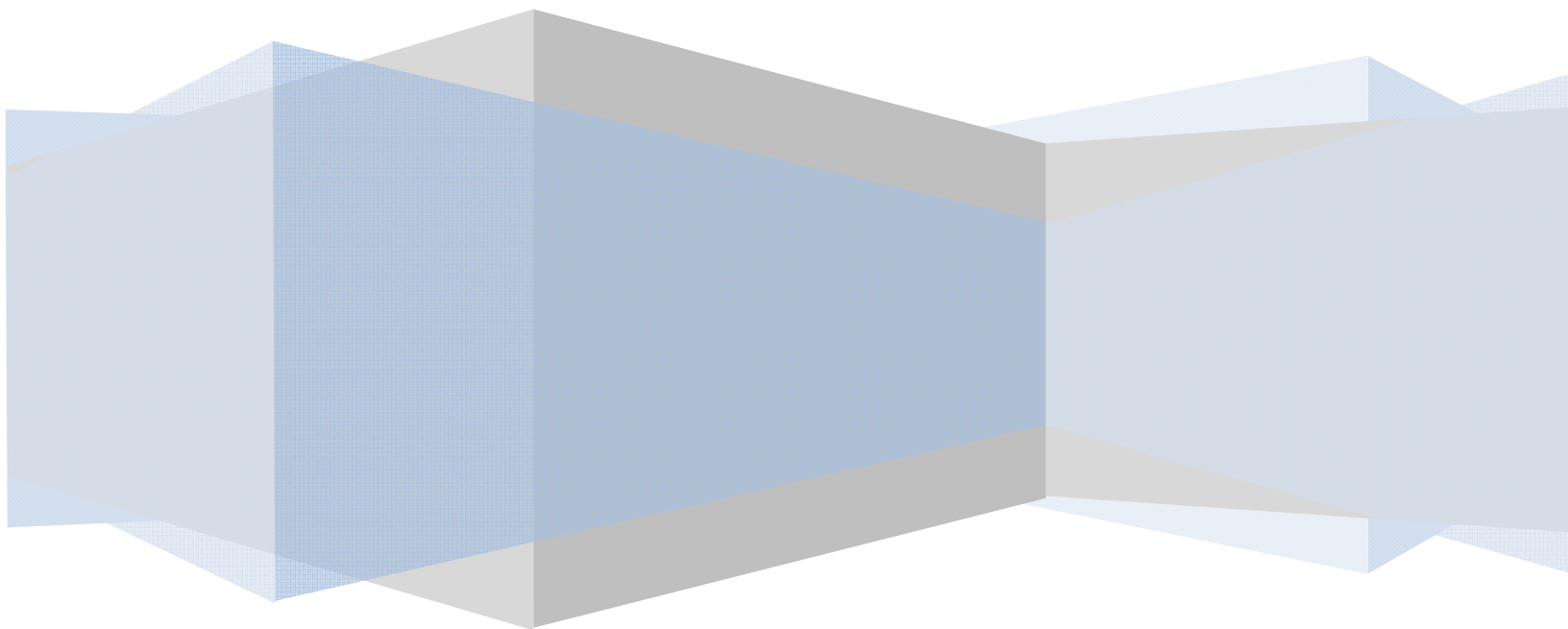


PEI Association for Newcomers to Canada

BOARD MANUAL

Revised: March 2009



PEI Association for Newcomers to Canada

Board Members Handbook- Management Manual

1. Name and Mandate

The PEI Association for Newcomers to Canada (PEIANC) is a voluntary nonprofit organization, incorporated in July 1993 to assist in the settlement and integration of individuals, families and groups who come to PEI from other countries, and also to develop and implement long term strategies of benefit to both newcomers and their host communities. It carries out its work in cooperation with the appropriate agencies at all three levels of Government, as well as community organizations and informal groups.

2. Statement of Mission

The primary mission of the PEIANC is to assist in the short term settlement and integration into Canada of individuals from other countries who come to make their home on PEI, and also to develop and implement long term strategies at the community level.

The secondary mission of PEIANC is to advocate directly on behalf of refugees and other newcomers who are experiencing difficulties in securing settlement or in adapting to life in this country. It also undertakes social advocacy through programs of popular education to promote cross-cultural and inter-cultural awareness and understanding, and cooperates with other organizations having similar interest and objectives.

Through its services, PEIANC seeks to prevent the social and cultural isolation of newcomers to Canada by establishing bridges to their communities and by enabling them to participate in social activities with established residents.

3. Mission Statement

The PEIANC values the contribution newcomers make to Canada. The Association supports the integration of newcomers by providing services, in partnership with the community.

4. Statement of Values

In undertaking the settlement of newcomers, the PEIANC affirms its beliefs in the fundamental worth and dignity of all people, without discrimination, and its recognition of the contribution made to Canada and PEI by newcomers from around the world.

5. Board of Directors

The Board of Directors is responsible for managing the affairs of the Association. The Board consists of not less than 3 and not more than 11 Directors, all of whom must be at least 18 years of age. The Board shall be selected by and from the membership at its annual meeting.

The duties of the Board of Directors of the PEI Association for Newcomers to Canada (henceforth referred to as “the Association”) are as follows:

- 5.1** To evaluate and determine the overall strategic direction of the Association, to approve major programs and projects, to set up Committees of the Board, and to develop any other guidelines in accordance with the law, the Association’s bylaws, and consistent with the Association’s overall mission and purpose.
- 5.2** To ensure that appropriate financial management practices, procedures and safeguards are in place in order to protect the assets of the Association, and to maintain the general financial health of the Association.
- 5.3** To establish suitable conditions of employment, performance monitoring and compensation package for an Executive Director; to appoint, evaluate, and provide general policy direction to such a person; to determine appropriate hiring and firing practices for such a person; and to counsel and receive advice from such a person thus appointed.
- 5.4** To ensure the Board’s own effectiveness by conducting a proper evaluation of the Board’s own performance and by identifying suitable persons to sit on the Board, when needed.
- 5.5** To undertake, as a Board as well as individuals, all functions with integrity, care, forthrightness, diligence, prudence, independence and good faith, and to maintain appropriate confidentiality.
- 5.6** To make every effort, as a Board as well as individuals to avoid real or perceived conflicts of interest, including making a full disclosure of a real or perceived conflict of interest in writing on a timely basis, so that it can be resolved in the best interests of the Association.

6. Executive Committee

The Executive Committee consists of the President of the association and such other Directors as shall be named by resolution of the board. Typically, the Executive Committee will include the Officers of the Association (President, Vice President, Secretary, Treasurer), and possibly one member at large.

The role of the Executive Committee is generally to serve as a “sub-Board” in making decisions and providing direction to staff in day to day matters which do not merit the attention of the full Board. The duties of the Executive Committee may vary, as the Board may determine from time to time.

7. Executive Director

The Executive Director provides a key service in helping the Board to carry out its role. This service is provided through offering professional advice on all matters bearing on Board decisions, and by assisting Board Committees.

8. Duties of Association Officials

8.1 Duties of the President

As an official representative of the PEIANC, the President shall maintain a dignified bearing which reflects well upon the Association. The duties of this office will include:

- 8.1.1 Preside over all membership, Board, and Executive Committee meetings of the Association.
- 8.1.2 Provide leadership to the Board of Directors in carrying out its mission.
- 8.1.3 Monitor the work of Committee Chairs in carrying out their duties, and provide guidance and assistance, as required.
- 8.1.4 Represent the Association at public meetings and events and with outside bodies.
- 8.1.5 Serve as an *ex officio* member of all Standing Committees of the Association.
- 8.1.6 Ensure that the Board is operating effectively.

8.2 Duties of Vice President

The main duties of the Vice President are:

To sit on the Executive Committee

To assume the President’s duties should the latter be unable to perform them.

8.3 Duties of Secretary

The main duties of the Secretary are:

To sit on the Executive Committee

To take appropriate minutes of Board meetings, and to distribute such minutes to the Board and the Executive Director in a timely and effective manner.

8.4 Duties of Treasurer

The main duties of the Treasurer are:

To sit on the Executive Committee.

Take main responsibility for financial reporting and the safeguarding of financial assets.

Advise the Executive Director on financial matters pertaining to the Association.

9. Appointment and Removal of Board Members

9.1 In the event of the death, resignation, migration, incapacity or infirmity of a Board member, or a manifest inability of a Board member to attend at least three meetings of the Board in succession, or following any other episode that creates a vacancy on the Board, the Board shall take due steps to fill that vacancy at the earliest opportunity.

9.2 The Board will appoint a Search Committee, consisting of at least two members of the Board, to search for possible candidates and to bring the names of such candidates forward with its recommendations to the Board, at an appropriate time.

9.3 Under the Board's guidance, the Search Committee shall identify the skill sets required for the effective execution of the Board's responsibilities. (As a minimum, the Board shall include members with skills in finance, management, government relations and immigrant issues.)

9.4 The Board will assess the strengths and gaps in the composition of the current Board and relate these with the qualities of any candidates brought forward by the Search Committee. In its assessment, the Board will be guided by the fact that broader viewpoints, education, experience, and knowledge among its Board members, as well as recent immigration status, will bring added strength to the Board, and to the Association.

9.5 The Board will determine the selection of any new Board Directors on the basis of a simple majority. Voting by proxy will be allowed, if necessary.

9.6 The Board will, by a simple majority, take the necessary steps to remove a member from the Board, on the basis of Article 9.1 above, or on the basis of the Board agreeing that such a member is not upholding the values and principles enshrined in this manual, to the detriment of the same Board, the Association or its staff.

10. Term of Board of Directors

Board Members are selected for one, two-year term and may be reselected for additional terms, if so endorsed by a simple majority of the Board.

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