

Stinson Community Association
Terms of Reference

The group shall be known as the *Stinson Community Association (SCA)*, operating in the area known as Stinson. A map of the Stinson neighbourhood is attached in appendix 'A'.

Values

Collaboration, Engagement, Respect, Trust, Transparency, Inclusiveness

Vision

Stinson is a diverse and engaged community with a natural, historic, and vibrant character.

Mission

- To enable all residents to fully participate in the community.
- To actively engage community partners in building relationships in order to enrich the community and the neighbourhood.
- To encourage, build, and preserve a safe, clean, and attractive neighbourhood that we are proud to call home.

Membership

- Includes any resident living within the geographic boundaries.
- Includes anyone who is committed to furthering our mission and supporting our vision and values.
- New members are welcome at any time.

Role of Members

- Champion the mission and vision, and demonstrate leadership.
- Share personal expertise and participate in initiatives, committees, action teams, planning processes, and meetings.
- Participate in small grant decision-making, follow-up, evaluation and monitoring of projects.
- Implement the Neighbourhood Action Plan.
- Members are encouraged to communicate their regrets when they cannot attend a meeting that they have previously committed to.
- The membership will make determination on a case by case basis regarding plans and projects that may fall outside of the geographic boundaries.

Committees/Action Teams

Committees and action teams will be created as necessary by the membership.

Executive Team

The Executive consists of the Co-Chairs (2), the Treasurer, and the Secretary, who are elected from the resident membership.

Collectively they are responsible for:

- Planning, organizing, and attending the monthly and Executive meetings.
- Setting and communicating the agendas for the monthly meeting and the Annual General Meeting.
- Communicating to the public, elected officials, funders, and service providers on behalf of the SCA.
- Maintaining Terms of Reference and protocols.
- Setting an annual review of policies and practices.
- Holding the Annual General Meeting (AGM).

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- Championing the Neighbourhood Action Plan.
- Care, maintenance, and storage of SCA physical assets, as listed in Appendix 'B'

Co-Chairs

Co-Chair responsibilities are to:

- Facilitate productive meetings.
- Participate or designate an alternate to represent the SCA as appropriate.
- Reaffirm the values, vision, and mission at the beginning of each meeting.
- Function as primary contact with community partners, unless otherwise designated.

Secretary

Secretary responsibilities are to:

- Support Chair/Co-Chair in meeting preparation and follow-up.
- Distribute the agenda for monthly meetings and the Annual General Meeting a week before the next meeting.
- Prepare minutes of meetings and circulate them within one week after the meeting.
- Receive and circulate committee reports.

Treasurer

Treasurer is responsible for:

- Maintaining financial records.
- Preparing a financial report for each meeting
- Presenting annual financial statements at the AGM.
- Maintain a bank account for the SCA.

Executive Terms

- Each executive member will serve for a one-year term.
- Additional one-year terms are permissible if members re-elect a current Executive member.

Elections

- Elections will be held each October to select new Executive Team members.
- Nominations should be submitted by the September meeting.
- Elections are held in October at the AGM. Positions are effective at the end of the AGM.
- If there is an unexpected vacancy of an executive committee role during the term, the membership shall elect, at the next monthly meeting, a willing member to fulfill this role in an interim position until the next AGM.

Meetings

- Meetings will be held the second Thursday of each month. Where the meeting falls on a holiday, the meeting will automatically fall on the following Thursday.
 - **Location:** Located within the community, to be determined by the needs of the group.
 - **Time:** Meetings will start at 7:00 p.m. and finish by 8:45 p.m.
- Extra meetings are called as determined by the needs of the SCA, in coordination with the Executive Team.
- The Annual General Meeting will occur in October. It will include elections, presentation of the annual financial report, and a celebration of the highlights of the past year.

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Order of Business

- a. Call to order
- b. Welcome, introductions and a review of the values, vision and mission
- c. Approve previous minutes
- d. Review agenda
- e. Agenda items including committee reports
- f. Announcements
- g. New business
- h. Close of meeting

Decision Making

- For issues or questions which affect or implicate the SCA, decisions will be made at the monthly meetings.
- When Action Team / Committee projects impact the SCA, endorsement of the membership should be sought.
- Consensus will be the preferred decision-making model.
- If consensus cannot be achieved, a vote will be held with the resident members in attendance. (See Membership section for who is a member.)
- There will be no proxies.
- 65% will carry the action forward.

Motions

- Must be recognized by Chair.
- Must be seconded to initiate a vote.
- May be made by anyone present.
- Members must be recognized by the Chair to address the meeting.

Review of Terms of Reference

These Terms of Reference will be reviewed annually and brought to the membership for ratification every September.

Resources and Support

The Planning Team welcomes as Community Partners the support of any and all individuals, businesses, churches, agencies, institutions and government representatives that are willing to support the values, vision and mission of the SCA.

Last Ratified:

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Appendix 'A' - Stinson Neighbourhood Map



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Appendix 'B' – SCA physical assets

Asset	Executive / Committee Responsible
Laptop	Secretary
Printer/scanner	Secretary
Megaphone	Treasurer / Events
Cashbox	Treasurer
Bunny suit	Treasurer / Events
Coffee maker	Treasurer / Events
Event Tent	Treasurer / Events
Website	Executive Board / Communications
Info@	Executive Board
adsales@	N/A / StinZine
stinzine@	N/A / StinZine
Treasurer@	Treasurer
President@	Co-Chair
VicePresident@	Co-Chair
Secretary@	Secretary
Official facebook	Executive Board / Communications
Official twitter	Executive Board / Communications
Bank account	Treasurer
StinZine account	Treasurer / StinZine