

Réseau d'action
communautaire
contre l'abus



Community
Action Network
Against Abuse

Stormont, Dundas, Glengarry & Akwesasne

Terms of Reference

Revised September 8, 2022

INDEX

1. MISSION	3
2. VISION	3
3. OUR VALUES	3
4. CONFIDENTIALITY	3
5. STRATEGIC PLAN	4
6. MEMBERSHIP	4
6.1 Decision Making Process.....	4
6.2 Nomination Process for the Executive Committee.....	5
7. EXECUTIVE COMMITTEE	5
7.1 The Chair, Co-Chair& Treasurer.....	5
7.2 Banker.....	5
7.3 Recognition of Retiring Executive Members.....	6
8. RECORD KEEPING.....	6
8.1 Coordinator.....	6
8.2 Official Documents.....	7
9. EXECUTION OF DOCUMENTS.....	7
10. REGULAR MEETINGS	7
11. ANNUAL GENERAL MEETING	8
10.1 Quorum.....	8
10.2 Error or Omission in Notice.....	8
10.3 Nominating Committee.....	8
12. COMMITTEES	8
11.1 Sub-Committees and Ad Hoc Committees.....	9
11.2 Committee Roles.....	9
13. OPERATING PROCEDURES	9
12.1 Conflict of Interest.....	9
12.2 Guidelines for Working Together.....	10
12.3 Conflict Resolution.....	10
14. SPONSORSHIP/FUNDING REQUESTS.....	11
13.1 Sponsorship Request Process.....	11
15. COOPERATION WITH EXTERNAL ORGANIZATIONS OR INDIVIDUALS	11
14.1 Partnership.....	11
16. AMENDMENTS TO THE TERMS OF REFERENCE	11
17. APPENDIX	12
A. Strategic Plan.....	13
B. Membership Form.....	22
C. Executive Committee Role Descriptions.....	24
D. Banker Job Description.....	26
E. Coordinator Job Description.....	27
F. Sponsorship Request Form.....	29

1. MISSION

Our mission is to take action against abuse through networking and community education.

CANAA consists of one large committee (herein named the network or membership) that meets a minimum of FIVE (5) times a year (meeting dates established at AGM) as well as a number of working groups (herein named the committees) that address specific issues related to CANAA's objectives.

2. VISION

Our vision is a well-connected network of members actively and efficiently working together to address abuse in our community

3. OUR VALUES

Respect, Integrity, Trust, Inclusion and Collaboration.

Preamble

CANAA recognizes that:

- It is a basic human right for all individuals to live their lives in a non-violent environment that is free of abuse in all its forms;
- The service network must address the issue of violence at both the individual and the systemic level in order to create a non-violent community;
- Individuals who have additional needs due to race, age, gender, language, culture, varying emotional, intellectual, physical and mental abilities, poverty, geographical location or sexual preferences require services that are sensitive to and reflect these needs;
- We believe that our individual and collective responses to abuse are enhanced and strengthened by a shared understanding of the issue and a commitment to work collectively and cooperatively to meet the many different needs of victims and their children.

4. CONFIDENTIALITY

In order to facilitate the full and safe participation of all committee members, any personal experiences shared will remain confidential.

Network and Committee decisions and discussions are not confidential and can be shared outside the Network.

5. STRATEGIC PLAN

CANAA adheres to a two (2) year Strategic Plan that is reviewed and revised on a regular basis.

See Appendix “A” for the CANAA Strategic Plan.

Members are encouraged to take part in one or more of the three (3) strategic priority committees identified in Appendix “A”.

6. MEMBERSHIP

Preamble

Membership is open to all individuals and groups / agencies living and/or working in Stormont, Dundas, Glengarry and Akwesasne who support CANAA’s mission and values and are willing to contribute towards the CANAA’s objectives.

Membership is renewed annually for April 1 to March 31. All membership fees are due by April 1 to remain in good standing.

See Appendix “B” for the Membership Form and a list of all duties and responsibilities of voting members.

6.1 Decision Making Process

It is the intent that CANAA will operate as much as possible by consensus. To address a motion, quorum shall be 50% + 1 voting members.

If there is disagreement, there shall be two round table discussions to attempt to reach a consensus. When consensus cannot be reached, the voting process will be used. Agreement of a majority of 50% + 1 of voting members is necessary for a vote to pass.

The person/agency chairing the meeting will only vote in the event of a tie.

In the event that a voting decision is time sensitive and cannot wait until the next meeting, members will be asked to vote via email or Doodle Poll. The decision will be based on quorum of 50% + 1 voting member. Only one delegate per agency will have the voting right. The final decision/vote shall be brought forward and ratified at the next meeting.

The decisions and discussions shall be clearly outlined in the minutes.

6.2 Nomination Process for the Executive Committee:

- (ii) A Member may nominate another Member
- (iii) Nominations will also be accepted from the floor at the AGM from any members.

7. EXECUTIVE COMMITTEE

Preamble

In order to maintain transparency and help agencies/individuals to be present and involved in the network, there shall be more than one person representing the Chair of CANAA. There shall be a Chair, Co-Chair and Treasurer. Either the Chair or Co-Chair shall be fluent in both official languages in order to represent the languages in Stormont, Dundas, Glengarry and Akwesasne and have been an active member of CANAA for a minimum of 2 years.

7.1 The Chair, Co-Chair & Treasurer

The Chair, Co-Chair and Treasurer shall be elected from among the membership at the Annual General Meeting.

7.1.1 Where the Chairperson has neglected her/his responsibilities or in some way undermined the goals and objectives of CANAA; a motion may be made by the Network at a regular meeting to request that the Chairperson resign and/or to dismiss her/him from her/his position.

A minimum of one (1) month notice prior to the next meeting will be given to the Chair. A decision will be made by a consensus at that meeting, at which point the Chairperson will be given an opportunity to speak on her/his behalf. All discussions and the decision will be held "in camera" with voting Members present. Only the final decision of the membership will be recorded in the minutes. In such a case, an interim Chairperson will be appointed until the next AGM.

7.1.2 In the event that the Chair, Co-Chair or Treasurer is unable to fulfill her/his duties, an interim Executive Committee member shall be elected from among members to fill the vacancy.

See Appendix "C" for a list of the Executive Committee role descriptions.

7.2 Banker

The Banker, or the agency performing the duties of a Banker, shall ensure that the CANAA funds are disbursed under the direction of Voting Members taking proper invoices and shall render to Voting Members at the regular meetings thereof or whenever required, an account of all the transactions as the Banker, and of the financial position of CANAA.

7.2.1 The Banker, or the agency performing the usual duties of the Banker, shall ensure that the books are in order at the close of the fiscal year and present them at the Annual General Meeting.

7.2.2 Should CANAA be audited; CANAA shall incur any costs related to verification of the financial documents. The Banker or the agency performing the usual duties of the Banker shall not have to pay any fees related to the verification of CANAA's financial statements.

See Appendix "D" for the Banker job description.

7.3 Recognition of Retiring Executive Members

When an Executive Member retires or terminates their service on the Executive Committee, an appropriate resolution expressing sincere appreciation shall be placed in the Minutes of the Annual General Meeting.

In addition to the resolution, the member will be recognized with a suitable gift certificate based on the following procedures:

1 Year Term or less	Letter of recognition
1+ Year up-to 2 years	\$20.00 gift certificate
3+ Years up-to 4 years	\$50.00 gift certificate
5+ Years up-to 7 years	\$75.00 gift certificate
7+ Years	\$100.00 gift certificate (maximum)

8. RECORD KEEPING

8.1 Coordinator

8.1.1 The Coordinator shall be hired by the Executive Committee or a designated hiring committee. A fee for service shall be determined by the committee at the time of hire. A contract shall be established and signed by both parties.

8.1.2 The Coordinator's role is to take the minutes at each regular meeting. The Coordinator may be called upon to take minutes of other CANAA committee meetings. All minutes are to be distributed within TEN (10) days.

See Appendix "E" for the Coordinator job description.

8.2 Official Documents

8.2.1 The Coordinator, or the agency performing the usual duties of the Coordinator, shall keep all the documentation related to CANAA in a secure place. The CANAA Executive shall be made aware by the Coordinator, of the location of the record and be able to access them easily.

8.2.2 The Banker, or the agency performing the usual duties of the Banker, shall keep all the financial documentation related to CANAA as required by legislation in a secure place. In the event that the Banker resigns, all documentation pertaining to the current year shall be provided to the Executive Committee or the new Banker agency.

8.2.3 A record of all historical data/file locations shall be kept by the Coordinator and saved in a secure place where the Executive Committee shall have easy access to the record.

9. EXECUTION OF DOCUMENTS

CANAA account cheques shall be signed by at least two signing officers. Deeds, transfers, licenses, contracts and engagements on behalf of CANAA shall be signed by at least two of the following: the Chair, Co-Chair, Treasurer or any other Voting members approved by the majority.

No authorized signing officers of CANAA may enter into any contracts (i.e. rental of equipment, signing a grant proposal) in the ordinary course of the CANAA's operations on behalf of CANAA unless voted at a regular meeting with the majority of the votes.

10. REGULAR MEETINGS

Efforts shall be made to hold all regular breakfast meetings in a physically accessible location. They shall be facilitated in such a way as to invite members to express their needs in order to ensure their full participation.

The agenda for regular meetings shall be prepared by the Coordinator and approved by the Chair and/or Co-Chair. An electronic copy of the agenda shall be sent to the membership along with the minutes by the Coordinator at least one week prior to the meeting to allow for adequate and thorough examination and discussion at the meeting.

All agenda items should be forwarded to the Coordinator.

The cost for members to attend regular meetings will vary depending on the location and breakfast served. The first member of a member agency will receive \$5 off their breakfast and all other members and guests will pay the full price of the breakfast.

11. ANNUAL GENERAL MEETING OF THE VOTING MEMBERSHIP

The Annual Meeting of the Voting Membership shall be held annually no later than June 30th. Notice of the Annual General Meeting shall be by mail, email or facsimile transmission at least six (6) weeks prior to the meeting.

11.1 Quorum

The presence of 50% + 1 voting members shall constitute quorum for the transaction of business.

The annual report as well as any new business shall be addressed during the AGM. In addition, the Chair, Co-Chair and Treasurer shall be elected.

All decisions proposed for the consideration of the Voting Membership shall be determined by vote.

Each member of CANAA shall have one vote at the Annual General Meeting.

11.2 Errors or Omissions in Notice

No errors or omissions in giving notice for the Annual General Meeting to the members of CANAA shall invalidate such meeting or make void any proceedings at the AGM. For the purpose of sending notice to any member (agency or individual) for any meeting, the most recent contact information shall be used as the method of contact. Notice of change in contact information is the responsibility of the member and shall be provided to the coordinator as soon as possible.

11.3 Nominating Committee

In the event that a Nomination Committee is required, the Chair or Co-Chair shall be the Chair of the Nominating Committee which shall be an Ad Hoc Committee consisting of at least two members. The duties of the Nominating Committee shall consist of preparing a list of candidates for election to the voting members at the Annual General Meeting. Prior to the Annual General Meeting, the Nominating Committee shall circulate, in writing, a list of those individuals who may remain in office and the names of those individuals it has nominated for election.

12. COMMITTEES

Committees shall be formed according to the directions/objectives accepted at the Strategic Plan. See Appendix "A."

12.1 Committees and Ad Hoc committees

Committees and Ad Hoc Committees shall be formed under the strategic directions and approved by the majority of the Members during a regular meeting.

Committees and Ad Hoc Committees other than the strategic directions can include but are not limited to:

- Nominating / Award
- Grants
- Rural Issues
- Special Events / Fundraising

The Membership shall approve any additional Committee or Ad-Hoc Committee and shall decide when to dissolve a Committee based on the decision to dissolve itself or suspend its activities.

12.2 Committee Roles

Each Committee or Ad hoc Committee shall:

- Provide a report of the activities and progress updates at regular network meetings.
- Forward all committee meeting minutes to the Executive within TEN (10) days.
- Address the topics that necessitate decisions to the CANAA network to be voted on using the regular decision making process
- Abide by the confidentiality statement of the CANAA;
- Shall bring forward to the CANAA Treasurer their requests for funding. The committee must make sure that there are members in place to follow through on the project once the funding has been received.
- Activities which include consultations/surveys within the larger public sector must be approved by the CANAA network.
- Shall consult the CANAA network to determine if a vote is required on choices/decisions for workshops, events, fundraising, etc.

13. OPERATING PROCEDURES

13.1 Conflict of Interest

Members of the network including committees and ad hoc committees may at times state a conflict of interest when confronted with a situation or task that is in conflict with the proper discharge of the individual's duties and responsibilities. Members must declare a conflict as soon as possible and state what it may involve. If the conflict is a private interest that might benefit from public actions or influence, the member must declare the conflict and leave the room immediately until the discussion of such a matter is complete.

13.2 Guidelines for Working Together:

The following are a list of guidelines to be adhered to by all members:

- Start and finish on time.
- Please allow everyone time to participate.
- Conduct all business in a respectful manner. Any abusive behaviours such as racism, sexism, homophobia, demeaning verbal and non-verbal attitude will not be tolerated.
- Demonstrate your willingness and ability to listen (i.e.: one person speaking at a time, no "side conversations").
- Voice disagreement of opinion in a respectful manner. Ideas and opinions can be challenged without attacking another committee member's personal or agency credentials or credibility.
- Convey your commitment to communicate effectively (monitor non-verbal responses, state ideas clearly, directly, and respectfully).
- Be aware of power differences in the room and communicate your point of view in a respectful and courteous manner to other members that might not be aware of the situation or issue.

13.3 Conflict Resolution:

If conflict between 2 members is resulting in an inability to continue with the business at hand, then the following procedure shall be adhered to:

The CANAA Chair or the Chair of the committee or ad hoc committee shall make every attempt to assist in resolving the situation through problem-solving dialogue. If this is not possible then both parties must leave the meeting and mediation will be offered from an unbiased party at a later date that is convenient for both parties.

Any member or members may cite another member for breach of any of the Terms of Reference. This must be put in writing and submitted to the Chair. The Chair or Co-Chair will, within 7 days, strike an Ad Hoc committee made up of 3 members of the larger committee, who will investigate the complaint.

The Ad Hoc committee will complete the investigation within one month after receiving the complaint. If the complaint is unfounded the investigation shall be closed. If the complaint is founded, then the Ad Hoc committee shall report its findings to the network at the next regularly scheduled meeting and submit recommendations for action and/or discussion.

Recommendations can be immediately ratified by a majority vote of members present at the meeting via verbal or silent vote. If the membership feels that time is needed to reflect on the recommendations, an anonymous electronic vote shall be sent out within 2 weeks of the meeting.

Action may include anything from a written warning; a new appointment from the agency to the network or a complete dismissal from CANAA and its Committees.

14. SPONSORSHIP/FUNDING REQUESTS

14.1 Sponsorship Request Process

All sponsorship/funding requests will be made in writing (See Appendix “F”) to the CANAA Treasurer. All requests will be reviewed by the Executive Committee to ensure that the MCSS service agreement guidelines are met. All requests up to TWO-HUNDRED DOLLARS (\$200.00) shall be approved/declined by the Executive Committee. If requests are over TWO-HUNDRED DOLLARS (\$200.00) they will be brought forward to the membership at the next meeting or via email if time sensitive. Only CANAA members qualify for funding. The CANAA member requesting the funding must be directly involved by being an active participant in the planning/organizing of the initiative. A CANAA member agency may only receive funding once per fiscal year.

15. COOPERATION WITH EXTERNAL ORGANIZATIONS OR INDIVIDUALS

15.1 Partnership

CANAA may collaborate with external organizations or individuals in developing joint projects. Regular reports back to the Network, representation on a project development committee and/or an implementation committee are all required conditions of collaboration.

16. AMENDMENTS TO THE TERMS OF REFERENCE

Amendments to the Operating Procedures outlined in the Terms of Reference may be made by a majority vote of Members present at a regular meeting.

Terms of Reference are to be reviewed and approved by Members every three years.

Revised by: _____

Approval Date: _____

Signatures or Signing Officers:

Chair

Date

Co-Chair

Date

Treasurer

Date

APPENDIX

A. Strategic Plan	13
B. Membership Form	22
C. Executive Committee Role Descriptions	24
D. Banker Job Description	26
E. Coordinator Job Description	27
F. Sponsorship Request Form.....	29

APPENDIX “A”



2022-2024 STRATEGIC PLAN

INTRODUCTION

The Community Action Network Against Abuse (CANAA) is a network of community agencies and service providers from the communities of Stormont, Dundas, Glengarry and Akwesasne who work together to address abuse within the community. The network is committed to determining its priorities and objectives in an inclusive and deliberate manner, thus participating in Strategic Planning every three years. This report outlines the process and overall results of CANAA’s most recent Strategic Planning process.

PLANNING PROCESS

In the Spring of 2021, CANAA Executives reached out to Jessica Bourdeau of Spark Synergy regarding the facilitation of CANAA’s Strategic Planning for 2022-2024. Preliminary discussions indicated that there was a strong desire to utilize the Strategic Planning process as an opportunity to re-evaluate CANAA’s purpose and reignite a sense of engagement among its members. It was agreed that the session would be facilitated in the Fall of 2021, in anticipation of being finalized for the beginning of 2022.

Due to the ongoing global pandemic, the membership agreed that the session would be facilitated virtually via Zoom at an extended Breakfast Meeting scheduled for November 18, 2021. An online survey was released in early November 2021 to solicit stakeholder feedback for the various elements of the strategic plan to help shape the direction/discussions for the virtual planning session. Unfortunately, due to the unexpected departure of one of CANAA’s Co-Chairs, the November breakfast meeting was cancelled, and the session was rescheduled for early 2022.

On January 13, 2022, CANAA’S virtual Strategic Planning Session took place via Zoom. Representatives from approximately 20 member organizations participated in the session, providing feedback via group discussion and as well as breakout activities. The recorded feedback was then used to create the draft Strategic Plan, for review/feedback from the Executive Committee and a final opportunity for feedback/approval by the membership.

ANALYSIS OF CURRENT STATE

A high-level SWOT analysis helped to identify the following strengths, weaknesses, opportunities, and threats, as well as potential contingency plans:

STRENGTHS	WEAKNESSES
• Community Engagement (also listed as a weakness)	• Community Engagement (also listed as a strength)

<ul style="list-style-type: none"> • Resource sharing – Informational / Educational • Resource sharing - Provisions (bus tickets, gift cards, emergency funding, etc.) • Informing members of changes to legislation • Workshop Coordination • Coordinating client access to services • Staying on top of current issues • Promoting agency services • Efficient Meetings 	<ul style="list-style-type: none"> • Diversity in workshops being offered • Social Media • Members’ Capacity • Goal setting / taking action • Member engagement • Member participation
OPPORTUNITIES	THREATS
<ul style="list-style-type: none"> • Community awareness – expanding reach to general public, offering organized events and presentations • Connecting with varied community organizations • Collaborating across agencies • Expanding membership base to include neighboring communities throughout SDG&A • Seeking out volunteers and placement students. 	<ul style="list-style-type: none"> • Cuts to funding <i>Contingency Plan: Secure volunteer Coordinator. Continue to share resources and information. Leverage student placement opportunities (colleges, universities, etc.), pool organizational resources for workshops. Seek out sponsorship.</i> • Stunted communication <i>Contingency Plan: Actively participate in meetings. Share information via email. Utilize social meeting to connect with the broader public.</i> • Limited Capacity / Time <i>Contingency Plan: Shift focus to optimize what we’re already doing at the organizational level.</i> • Uncertainty surrounding the pandemic <i>Contingency Plan: Have set goals, deviate from timelines as necessary, commit to getting back on track once able to. Have a plan in place to ensure continuity of CANAA Executive (sharing contact info, etc).</i>

SUMMARY

The desire to re-evaluate CANAA's purpose and overall vision and mission was evident in the feedback received throughout the Strategic Planning process. Consensus remained that continued focus on membership growth was essential to ensuring the widest and most inclusive reach possible. While training/education for both the internal community (workshops for members) and external community (increasing awareness at the community level) remained a solid priority, there was also a deep desire to improve the networking piece by creating more structured opportunities for dynamic discussion and information sharing among members. Due to limited time and capacity, there is a growing need to shift the focus from introducing new projects at the CANAA level to actively identifying areas in which members can collaborate to leverage existing efforts at the organizational level and optimize collective impact within the community. Finally, there is a shared feeling that, while the global pandemic has resulted in a continued sense of uncertainty regarding what the future may hold, the membership is committed to staying positive and working together to achieve great things in the years to come.

ACKNOWLEDGEMENTS

Most sincere thanks are offered to those who participated in this process and took time to offer their valuable feedback. The final version of the Strategic Plan and its supporting documents are available for review in the pages that follow, to be fully utilized and evaluated by the CANAA membership on an ongoing basis.

2022-2024 STRATEGIC PLAN

PURPOSE

Optimize members' individual and collective capacity to take action against abuse.

VISION

A well-connected network of members actively and efficiently working together to address abuse in our community.

MISSION

Take action against abuse through networking and community education.

STRATEGIC PRIORITIES & OBJECTIVES

PRIORITY #1: Boost Membership Growth and Network Connection

- Expand membership base to include survivors, supporters, and sector professionals from all across SDG&A.
- Optimize network meetings to include dynamic discussion, brainstorming and information sharing.
- Create structured opportunities for member connection and collaboration.

PRIORITY #2: Optimize Training and Service Delivery

- Offer diverse workshops to members and the broader community.
- Identify and collectively address duplication of services, as well as service gaps.

PRIORITY #3: Enhance Community Awareness

- Increase awareness regarding threats of abuse, prevention, and services available.

CANAA VALUES AND SHARED BEHAVIOURS

RESPECT	listening with an open mind; setting clear expectations; appreciating our differences in knowledge and experience; expressing gratitude for others' efforts; remaining considerate of each others' time.
INTEGRITY	doing what we say; choosing courage over comfort; being honest and transparent; taking responsibility for our own actions and the impact they may have on others; putting the needs of the common good before our own; meeting deadlines and expectations.
TRUST	fostering a sense of safety among members; keeping personal and confidential information private; keeping sensitive information within the group; remaining open to feedback (both positive and seemingly negative); reserving judgements; remaining committed to addressing misunderstandings and resolving disagreements.
INCLUSION	greeting people authentically; fostering strong connections across all members; listening as an ally, with curiosity and humility; inviting others to share their thoughts; speaking up when people are being excluded; fostering a sense of unity; encouraging each others' creativity; celebrating our differences.
COLLABORATION	creating space for sharing and innovation; maintaining open communication; supporting member organizations' initiatives; capitalizing on each others' strengths; actively seeking out opportunities to work together to leverage capacity in a <i>collectively beneficial</i> way.

CANAA 2022-2024 OPERATIONAL PLAN – Updated March 10, 2022

Priority #1

Boost Membership Growth and Network Connection

(*) Identifies the lead individual for each activity below.

Objectives	Activities	Timeline	Individuals Responsible	Status
Expand membership base to include survivors, supporters, and sector professionals from all across SDG&A.	Prepare a one-pager of what CANAA is and what we can offer, to be shared with prospective members. Make available in English and French.	April 2022		
	Have each member introduce the network to one new agency and report back at meetings.	Sept Meeting 2022 + Ongoing		
	Have a CANAA representative to present at a City Hall meeting to provide information about programs & services of agencies.	Fall 2022		
	Connect with schools regarding engaging students in placement opportunities.	Fall 2022		
Optimize network meetings to include dynamic discussion, brainstorming and information sharing.	Revamp the standing meeting agenda to include dynamic discussion points (trends, updates on programs and services, and sharing new ideas).	May Meeting 2022		
	Prepare preliminary questions to be sent before each meeting to get members into the right mindset for sharing.	May Meeting 2022		
Create structured opportunities for member connection and collaboration.	Include an ice-breaker activity at each meeting.	May Meeting 2022 + Ongoing		
	Organize team building activities for members to connect through fun/play.	May Meeting 2022 + Ongoing		
	Prepare a contact list to share member emails and telephone numbers. (Optional participation)	May 2022		

Priority #2
Optimize Training and Service Delivery

(*) Identifies the lead individual for each activity below.

Objectives	Activities	Timeline	Individuals Responsible	Status
Offer diverse workshops to members and the broader community.	Prepare and share a Needs Assessment survey with pointed questions to solicit feedback for topic suggestions.	Fall 2022		
	Research guest speakers for relevant topics.	Winter 2022		
	Organize workshops semi-annually.	Spring / Fall Each Year		
Identify and collectively address duplication of services, as well as service gaps.	Facilitate a group discussion regarding duplication of services and service gaps at a Breakfast meeting. Offer opportunities for deeper discussion via breakout sessions.	May Meeting 2022		
	Develop an action plan to address areas identified.	May 2022		

Priority #3
Enhance Community Awareness

(*) Identifies the lead individual for each activity below.

Objectives	Activities	Timeline	Individuals Responsible	Status
Increase awareness regarding threats of abuse, prevention, and services available.	Apply for Nonprofit Discount for Hootsuite	May 2022		
	Purchase access to Hootsuite, a centralized social media platform to simplify and automate engagement across all platforms.	July 2022		
	How-To Presentation at a CANAA Meeting re Social Media Content/Posts	Sept Meeting 2022		
	Organize and pre-schedule monthly social media posts via Hootsuite.	March 2023 + Ongoing		
	Organize CANAA Facebook page as a comprehensive, centralized page for posts from all member organizations, as well as general information and statistics.	March 2023 + Ongoing		
	Quarterly Reports on Social Media Usage/Engagement	May 2023 + Ongoing		

APPENDIX “B”



APPLICATION FORM

Please read and agree to the following and complete the membership form indicating your level of membership.

Yearly Membership for April _____ to March _____

Benefits of CANAA Membership

- Subsidized cost of Breakfast Meeting attendance and CANAA hosted Workshops for first member of the Agency
- Great networking opportunity
- List of current members with their contact information for ease of access to the network
- Delivery of communications to the entire membership
- Agency promotion of website listed and linked on the CANAA website
- The opportunity to post agency activities on the CANAA website
- First priority to attend CANAA provided training sessions/workshops

Duties and Responsibilities of Voting Members

The duties of the Voting Members shall be:

- To identify a delegate to represent the member agency or the individual itself at membership meetings. Any other individual can accompany the delegate but will be an observer and will not be authorized to vote.
- To disseminate all network minutes and information to employees within your agency.
- Only one delegate can vote representing their agency
- To actively participate in and regularly attend meetings. Lack of attendance will be reviewed by the Executive Committee.
- To have the right to abstain from voting if the member does not feel comfortable making a decision because of lack of information.
- To read the minutes beforehand and provide any errors or omissions.
- To elect the Chair, Co-Chair and Treasurer at the Annual General Meeting.
- To adopt the financial reports of CANAA.

Membership Types (Please select one)

Individual members: who live and/or work in S.D.G. & A, support our mission statement and are willing to work towards the Committee’s objectives (does not represent an agency). \$20.00 _____

Group/Agency Members: who carry on business or activities in S.D.G. & A., support our mission statement and are willing to work towards the Committee’s objectives (paid once per agency). \$40.00 _____

Patrons/Corporate Members: who may wish to make financial contributions to CANAA and have no voting rights. \$ _____

MEMBERSHIP APPLICATION FORM

Please fill in the following:

Individual Member (Does Not Represent an Agency): _____

Group/Agency: _____

Delegate Contact: _____

E-mail: _____

Other Contact: _____

E-mail: _____

Mailing Address: _____

Telephone: _____

Fax: _____

Please check off the boxes that apply and sign below:

- I have read and agree to the Terms of Reference as approved on March 10, 2022.
- I have read and agree to the duties and responsibilities of a voting member.
- By providing my email address above, I hereby consent to receive all CANAA emails. If the agency wishes to be removed from the mailing list, they will contact the coordinator via email.

Signature

Date

Cheques should be made payable to *CANAA* or *Community Action Network Against Abuse* and mailed with this form to:

Community Action Network Against Abuse (CANAA)
26 Montreal Rd
Cornwall, ON K6H 1B1

Office use only: Payment Amount: _____

Payment Date: _____

Payment Method: _____

Received by: _____

APPENDIX “C”



Chair/Co-Chair Responsibilities

Commitment: *Approximately 6-8 hours / month*

Term: *Chair is a minimum of 1 year. Co-Chair is to fill the position of the Chair with a minimum commitment of 2 years.*

Responsibilities

AGM/Meetings/Workshops

- Oversee the preparation of the agenda
- Review & revise meeting minutes prepared by coordinator for accuracy
- Adhere to the Strategic Plan
- Follow up on action items identified at meetings
- Work in collaboration with the coordinator to arrange guest speaker etc.
- Oversee the work of the coordinator
- Facilitate/chair the meetings and establish quorum.
- Mediate, probe, guide and stimulate discussion to ensure all members are active participants and contributors
- Follow the agenda and ensure the focus remains on-topic
- Ensure members are respectful of one another and intervene when appropriate

Other Responsibilities

- Attend Executive Committee meetings
- Act as the contact person for CANAA for media response to issues
- Act as the signing officer for grant submissions
- Act as a signing officer for CANAA's financial account, signing cheques and other documents as required
- Approval of expenditures and submit to banker or Coordinator for payment in the absence of the Treasurer
- Ensure reporting requirements are completed by the Executive Committee as per the Service Agreement with the Ministry of Community and Social Services or other funders.

Réseau d'action
communautaire
contre l'abus



Community
Action Network
Against Abuse

Stormont, Dundas, Glengarry & Akwesasne

Treasurer

Commitment: *Approximately 4 hours / month*

Term: *Minimum of 1 year*

Responsibilities:

AGM/Meetings/Workshops:

- Collaborate with coordinator and Chair/Co-Chair in the preparation of financial reports
- Respond to questions regarding the finances

Other Responsibilities

- Attend Executive Committee Meetings
- Act as a signing officer
- Provide financial information and guidance to Executive Committee
- Ensure accurate accounting of all finances related to the MCSS grants and the CANAA account.
- Approve the expenditures and submit to banker or Coordinator for payment
- Collaborate with the Coordinator and Banker as needed.
- Process all funding requests for events and workshops for consideration to the Executive Committee
- Ensure reporting requirements are completed by the Executive Committee as per the Service Agreement with the Ministry of Community and Social Services or other funders

Revised: June 2, 2014

APPENDIX “D”

Réseau d'action
communautaire
contre l'abus



Community
Action Network
Against Abuse

Stormont, Dundas, Glengarry & Akwesasne

Banker

Approximately 1-2 hours / week

Responsibilities:

AGM/Meetings/Workshops

- Provide financial data to the Treasurer and/or designate as requested.

Accounting Responsibilities

- Adhere to the financial process required by the Banker and CANAA.
- Adhere to established and acceptable accounting practices.
- Ensure that disbursements are processed in a timely manner.
- Deposit any monies or other valuable effects in the name and to the credit of CANAA in such chartered bank, trust company, or credit union authorized to do business in the Province of Ontario
- The Banker receives copies of the invoices/receipts therefore CANAA will maintain accurate accounts of all receipts and disbursements of MCSS are kept in proper books of accounts
- Ensure the Treasurer or designate is informed of MCSS balances.
- Ensure MCSS financials maintained by the Banker and CANAA correspond
- Work in collaboration with the Treasurer in the preparation of MCSS and other grant submissions, including reports

Other Responsibilities

Respond to questions of the Executive Committee member.

Revised: June 2, 2014

APPENDIX “E”



Coordinator

Approximately 14 hours / week

Responsibilities:

AGM/Meetings/Workshops

- Work in collaboration with the Chair/Co-Chair in the preparation of the agenda
- Prepare PowerPoint Presentations
- Work in collaboration with the Chair/Co-Chair for a guest speaker, and organize gift of appreciation
- Distribute materials when applicable (agenda, minutes, reports) regarding the meeting
- Coordinate logistics for meetings (invitations, hall rental, food, agenda, etc.)
- Coordinate and confirm attendance of members (send out flyer & make attendance list)
- Create membership cards
- Collaborate with Treasurer and Chair/Co-Chair in the preparation of the AGM reports
- Send out nominations for honour-award program
- Record minutes at meetings
- Follow up with action items
- Setup up and take down meeting hall (computer, projector, table displays)
- Accept payments and provide receipts for same (memberships or breakfast meeting fees)
- Coordinate 50/50 draw

Memberships

- Maintain the membership list & distribute to members
- Liaise with members through emails and telephone
- Coordinate membership registration (annual invoices & receipts)

Marketing

- Maintain the website (upcoming events, membership list, meeting minutes, etc.)
- Prepare and distribute Public Service Announcements for media and distribute with Chair approval
- Liaise with media and set up interviews for Chair/Co-Chair
- Create advertising opportunities – in-house design and newspaper insertions
- Track media releases
- Attend various functions to promote CANAA (display) and DV issues
- Design marketing programs when applicable (ie: banners, safety kits, etc.)

General Office Responsibilities

- Pick up mail from post office
- Maintain archives
- Store files and other materials

Accounting Responsibilities

- Ensure that accurate accounts of all receipts and disbursements of CANAA and MCSS are kept in proper books of accounts
- Ensure that all monies are deposited in the name and to the credit of CANAA in such chartered bank, trust company or credit union authorized to do business in the Province of Ontario
- Prepare budget reports for regular meetings
- Ensure CANAA and MCSS financials are in order at the close of the fiscal year for the AGM budget report
- Disburse CANAA funds under the direction of the Treasurer, Chair or Co-Chair
- Track hours of work, do up invoice, submit expenses
- Work in collaboration with the Treasurer in the preparation of MCSS and other grant submissions, including reports

Other Responsibilities

- Attend all Executive Committee meetings and take minutes
- Assist in special projects when needed (ie: workshop, promotions)
- All other duties as assigned

Revised: June 2, 2014

APPENDIX “F”



Sponsorship/Funding Request Form

All sponsorship requests must meet the following Ministry of Community and Social Services (MCSS) service agreement guidelines:

Services Objectives: To support community coordination activities to improve community responses to the needs of victims of woman abuse by strengthening linkages and networks among existing community agencies/service providers and enhancing inter-agency cooperation, collaboration, and coordination; and integration.

Program Goals: The work of DV3Cs supports the government's ultimate goal for a more responsive and integrated system of local programs and services that increases the safety and overall well-being for abused women and their children.

MCSS provides ongoing, annualized base funding to support their basic coordination capacity and overall local service system integration to improve the community response to violence against women through:

- strengthening partnerships and community linkages (networking, enhanced collaboration, information sharing among local service systems to improve accessibility and quality of services);
- carrying out prevention, education and training to help raise awareness of the issue of violence against women, the resources/services available in the community, and enhancing the service system knowledge base;
- promoting innovation and involvement of multiple partners in planning and delivery with the goal of increasing accessibility and quality of services;
- identifying and developing plans to reduce service gaps.

Please complete the form below and submit to:

CANAA
26 Montreal Rd
Cornwall, ON K6H 1B1

Or via email at: canaa.racca.coordinator@gmail.com

Once received, the treasurer will review all requests and bring them to the executive committee for approval. Funding is limited therefore requests will be reviewed on a first come, first serve basis. CANAA member agency may only receive funding once per fiscal year.

Name of Organization or Committee Requesting Funds: [Click here to enter text.](#)

Charity Number (if applicable): [Click here to enter text.](#)

Contact Person: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Phone No: [Click here to enter text.](#)

Fax No.: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Web Site: [Click here to enter text.](#)

What event/initiative are the funds being asked for? [Click here to enter text.](#)

Describe this event/initiative? (Description can be attached)[Click here to enter text.](#)

How does your request relate to the MCSS service agreement guidelines listed above? [Click here to enter text.](#)

How many people are involved in this event/initiative? [Click here to enter text.](#)

Why should the Community Action Network Against Abuse fund this request?[Click here to enter text.](#)

How much is your request for? [Click here to enter text.](#)

Do you have a budget/financial report for this project? If yes, please supply a copy. If no, why not?
[Click here to enter text.](#)

What will the funds to be used for? [Click here to enter text.](#)

Do you have financial aid from other sources? Please describe. [Click here to enter text.](#)

What other associations/organizations have you requested funds from? [Click here to enter text.](#)

When is your event/initiative and when are the funds required? [Click here to enter text.](#)

Who would the funds/cheque be payable to? [Click here to enter text.](#)

Have you requested funds from the Community Action Network Against Abuse before?

Yes No

How will your organization recognize the Community Action Network Against Abuse?[Click here to enter text.](#)

****Please note that all applicants will be notified by the Treasurer of the outcome of their application.****