



## **The WORD (Writing Our Rhymes Down) Project**

### **Advisory Committee**

#### Terms of Reference

#### **Purpose**

WORD operates in-class and extracurricular hip-hop based literacy programs for high-school aged students who seek additional learning opportunities in Montreal's public schools. We want a more just world where young people's innate skill sets and strengths are valued in ways that allow them to tackle real world problems.

The purpose of the advisory committee is to help steer the operations and strategies of WORD as an organization as well as support and hold accountable the director of the organisation. The committee will help set objectives and help steer the organization to reach these objectives through providing sound advice and guidance.

#### **Roles and Responsibilities of All Committee Members (see Annex I for specific roles and responsibilities)**

- To advise WORD on meeting the needs of youth who frequent our programming
- To advance the organization through searching for and responding to grant opportunities
- Understand and demonstrate a commitment to the organization's mission and programs
- Keep up to date with issues and trends that affect the organization
- Prepare for meetings by reading agendas, minutes, reports and other documentation required to actively participate in them
- Attend meetings regularly
- Contribute skills and knowledge by participating actively in meetings and committee work
- Make inquiries when clarification or more information is needed
- Understand and monitor the organization's financial affairs
- Avoid any potential conflicts of interest
- Understand and maintain confidentiality
- Ensure the organization is complying with all legal and regulatory requirements

#### **Accountability and reporting relationships**

The WORD Advisory Board communicates directly with the Director of WORD who acts as the staff liaison

#### **Time and Communication Commitments:**

- Participate in regular meetings (ranging from 6 to 9 per year of 1.5-2 hours each)
- Participate in necessary work between meetings in order to support operations and development
- Keep an open and efficient line of communication between the director and other committee members including updating the committee on availability and commitments
- Overall it is expected that a minimum commitment of 7 hours a month be made



**Term:** Members are asked to commit to a 2 year membership

**Selection**

- Members will be selected through a process of interviews and presentations to present advisory committee members.
- Selected members will need to sign a confidentiality agreement and a volunteer contract.
- Those selected will need to attend a weekend long team-building retreat

**Qualifications**

- Respects diversity and differing opinions
- Works collaboratively with staff and other members of the public
- Respects privacy and confidentiality
- Provides constructive advice



## **Annex I - Specific Roles and Responsibilities of Committee Members**

### **President**

- Serves as the chief volunteer of the organization
- Establishes search and selection committee for hiring a CEO/Executive Director
- Is a partner with the CEO/Executive Director in achieving the organization's mission
- Provides leadership to the Board of Directors to whom the Director is accountable
- Develops agendas for meetings with the CEO/Executive Director
- Chairs meetings of the board of directors
- Recommends to the board which committees are to be established
- Seeks volunteers for committees and coordinates individual board member assignments
- Ensures that board matters are handled properly, including committee functioning, recruitment of new board members, orientations, and meeting preparation
- Discusses issues confronting the organization with the CEO/Executive Director
- Reviews with the Director any issues of concern to the board
- Monitors financial planning and financial reports

### **Vice-President**

- Acts as the President in his or her absence
- Reports to and works closely with the President to assist with his or her duties
- Assigned to a special area of responsibility such as membership, media, personnel, annual event, etc.
- Performs other duties as assigned by the President

### **Treasurer**

- Manages the finances of the organization, including the board's review of and action related to, financial responsibilities
- Ensures appropriate financial reports are made available to the board
- Regularly reports to board on key financial events, trends, concerns, and assessment of fiscal health
- Ensures development and board review of financial procedures and systems
- If needed, chairs the Finance Committee and prepares agendas for meetings

### **Secretary**

- Maintains records of the board and ensures effective management of the organization's records
- Manages the minutes of board meetings
- Ensures minutes are distributed to members in a timely manner after each meeting
- Is sufficiently familiar with legal documents to note applicability during meetings

### **Committee Chairperson**

- Plans and oversees the logistics of committee operations
- Reports to the President
- Presents committee decisions/recommendations to the board
- Assigns work to committee members

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- Ensures committee members have the information needed to do their jobs
- Sets the agenda for and runs committee meetings
- Ensures distribution of committee meeting minutes
- Works with applicable staff in achieving the objectives of the committee
- Evaluates committee effectiveness in reaching goals and objectives