

Terms of Reference



Capital Pride Youth Committee

Adopted on: November 23, 2019

Approved by Youth Committee: November 6, 2019.

Approved by Board of Directors: November 19, 2019.

Revised: N/A

1. PRECEDENCE

- 1.1. The Capital Pride Youth Committee (CPYC / CJFC) is a committee of the Board of Directors of the Capital Pride / Fierté dans la Capitale corporation, which is subject to the Canada Not-for-profit Corporations Act.
- 1.2. The By-Laws for the Not-For-Profit Corporation of Capital Pride/ La Fierté Dans La Capitale shall take precedence over this Committee's Terms of Reference.
- 1.3. These Terms of Reference shall be approved by the Capital Pride Youth Committee and the Board of Directors.
- 1.4. In these Terms of Reference, "Member" shall refer to Youth Committee members.

2. INTERPRETATION

2.1. Definitions

In this by-law and all other by-laws of the Corporation, unless the context otherwise requires:

"By-Law" means this by-law and any other by-law of Capital Pride as amended and which are, from time to time, in force and effect;

"Board of Directors" means the board of directors of Capital Pride, and "director" means a member of the Board;

"Ex-Officio" means a member who is a non-voting member of the Youth Committee;

"Observer" means a non-voting observer who may attend one or more meetings, but that are not members of the Committee;

"Operations Committee" means the team of non-member volunteers led by the Festival Director appointed by the Board of Directors, who are mandated to deliver the Capital Pride Festival and other activities;

"Youth Committee" means the team of non-member volunteers led by the two Youth Committee co-chairs (approved by the Board of Directors), who are mandated to provide insight, advice and guidance for the development and implementation of Board policies and decisions, as well as the Operations Committee, specifically affecting 2SLGBTQ+ youth and their concerns;

"Ordinary Resolution" means a resolution passed by a majority of not less than 50% plus 1 of the votes cast on that resolution;

"Special Resolution" means a resolution passed by a majority of not less than two-thirds (2/3) of the votes cast on that resolution.

3. MISSION

- 3.1. The mission of the Capital Pride Youth Committee is to provide insight, advice and guidance for the development and implementation of Board policies and decisions, as well as the Operations Committee, specifically affecting 2SLGBTQ+ youth and their concerns to ensure Capital Pride is best serving 2SLGBTQ+ youth in the National Capital Region, the unceded and unsundered lands of the Algonquin Anishinaabe people. This includes assisting in the development and implementation of policies and bylaws, event and festival planning, and community outreach.

4. ROLES

4.1. Composition of Committee Members

The Committee shall consist of no fewer than five (5) and no more than twelve (12) members. The composition of the Committee shall include, at a minimum, the following five (5) leads: Two Co-Chairs, Outreach Lead, Communications Lead, and Liaison Representative.

The Committee shall be composed of youth living in the National Capital Region between the ages of thirteen (13) and twenty-five (25).

To the best effort of the Committee, the members shall provide a broad and intersectional representation of the diversity within the community for which it serves.

4.2. Appointment of Committee Members

Members shall be appointed to the Committee by Special Resolution of the Youth Committee.

4.3. Description of Roles of Leads

Note: The use of the word lead - in its singular or plural form - shall not be interpreted as a lead of the Corporation as defined by the *By-law for the Not-For-Profit Corporation of Capital Pride / La Fierté Dans La Capitale*.

The following duties and responsibilities are associated with the designated positions:

- a. Co-Chairs – The Co-Chairs of the Committee, subject to the authority of the latter, shall have general supervision and management of the Committee, and such other duties and powers as the Board of Directors may specify. Only one Co-Chair shall preside meetings.

- b. Outreach Lead – The Outreach Lead shall work closely with the Community Engagement Officer of the Board of Directors in engaging and consulting with members of the 2SLGBTQ+ community and stakeholders to ensure that the Committee and Capital Pride makes informed decisions pertaining to its strategic planning and policies.
- c. Communications Lead - The Communications Lead shall communicate with the public and youth organizations in the NCR on behalf of the Committee, through posters, social media (Facebook, Instagram, etc.) or other media. This role requires a creative individual who is bilingual (writing & reading) in French and English. The Communications Lead shall seek the approval of the Board of Directors for outgoing mass communications.
- d. CPYC Liaison Representative - This person shall be appointed by the CPYC to attend the Board of Directors meetings in order to ease the communication between the Committee and the Board. In the event that they are not available, they may delegate to another CPYC member.

4.4. **Responsibility of Members**

Co-chairs, Outreach Lead, Communication Leads, and CPYC Liaison Representative shall report to the Youth Committee.

4.5. **Election of Leads**

The position of Co-Chairs and the CPYC Liaison Representative shall be elected by secret ballot and approved by the Board of Directors. Each CPYC member shall have one vote per position up for election.

The positions of Outreach and Communication Lead shall be assigned through an ordinary resolution.

4.6. **Term of Office for Members**

The term of office for all members shall be for a minimum period of two (2) years or until their successors are duly elected. Memberships may be renewed.

Only one lead position may be held by the same member.

4.7. **Observer**

A person approved by the Youth Committee may attend CPYC meetings as a non-voting observer. They are not a member of the Youth Committee, hence will not have speaking rights and may not be present during in-camera parts of meetings.

4.8. **Ex-officio**

A person approved by the Youth Committee may attend CPYC meetings as a non-voting member. They do not count towards quorum and may be present during in-camera parts of meetings.

4.9. **Termination of Membership**

A membership in the Committee is terminated when:

- a. the member dies or resigns;
- b. the member fails to attend three (3) consecutive meetings;
- c. the member's term of membership expires;
- d. the member is terminated by the Board of Directors; or
- e. the Committee is dissolved by the Board of Directors.

4.10. **Effect of Termination of Membership**

Subject to the articles, upon any termination of membership, the rights of the member automatically cease to exist.

5. **MEETINGS**

5.1. **Frequency of Meetings**

Meetings will be held as necessary, with a minimum of one (1) meeting every six (6) months.

5.2. **Notice of Meetings**

Members will be notified of upcoming meetings at least two (2) business days in advance.

5.3. **Meeting Held Entirely by Electronic Means**

Meetings of members may be held entirely by teleconference provided quorum is met.

5.4. **Quorum at Meetings**

A quorum at any CPYC meeting shall be a majority of the members entitled to vote at the meeting (50% + 1). If a quorum is present at the opening of a meeting, the members present may proceed with the business of the meeting even if a quorum is not present throughout the meeting.

5.5. **Minutes**

The Minute Taker shall be appointed at the beginning of each meeting of the Committee. Draft of minutes will be distributed to members at least three (3) business days in advance of the subsequent meeting. Going in-camera during a meeting must be recorded in the minutes.

6. **APPROVAL OF EXPENSES**

Youth Committee-related expenses shall be approved by an ordinary resolution of the Youth Committee before a purchase is made.

The Youth Committee shall seek approval prior to incurring or committing to any expenses of over \$50CAD, and in accordance with the Expense Policy.