

## Terms of Reference – updated January 2020

### **Purpose, Vision, & Mission**

**Purpose:** The purpose of Make Poverty History Manitoba (MPHM) is to provide a central coalition of agencies and individuals working for the elimination of poverty in Manitoba.

**Vision:** A Manitoba without poverty.

**Mission:** To change public policy to achieve a Manitoba without poverty.

#### **Objectives:**

1. To create a strong, politically non-partisan and provincial coalition and movement, representative of all sectors of society, in support of achieving a Manitoba without poverty.
2. To promote the development and implementation of adequately resourced, comprehensive and effective anti-poverty plans at all levels of government based on the principle of social inclusion, with targets and timelines for outcomes.
3. To make poverty elimination a top societal priority.
4. To work in cooperation with and support relevant national campaigns to end poverty.

To achieve these objectives we will:

1. Consult broadly
2. Gather research
3. Develop policy recommendations for eliminating poverty
4. Advocate for policy change with and on behalf of those living in poverty
5. Generate publicity and public awareness on the impact that poverty has on everyone and on solutions for ending poverty.
6. Mobilize Manitobans in support of poverty elimination

## **Participation**

MPHM is a multi-sectoral collaborative coalition. Participation is open and free to any individuals and organizations that support the mission and goals of MPHM. Both individuals and organizations may participate either as supporters and/or members. Both supporters and members will get notices of meetings and events, and meetings will be open to the participation of any who want to attend.

## **Supporters**

Supporters may contribute financially, sign on to e-mail lists, or endorse campaigns. Supporters can participate at quarterly general meetings in a non-voting capacity. In the case of both individual and organizational supporters, at least one contact address, phone number or e-mail address will be kept on file to ensure they are kept up to date on the activities of Make Poverty History Manitoba.

## **Members**

Members can fully participate in governance-related activities. Members may contribute financially, sign on to e-mail lists, or endorse campaigns. Only members in good standing are eligible to vote at general meetings. Members in good standing can also run for positions on the steering committee.

Membership is at no cost. Members must fill out a membership agreement on the coalition website. Members will remain members until they confirm their intention to withdraw their membership or are otherwise removed. Members who so request will be removed from the membership list.

Elected officials are not eligible to be members of Make Poverty History Manitoba, but are welcome to join as supporters.

## **Removal of Members**

The steering committee has the authority to suspend or expel any member if it feels that the member is obstructing the collective action of the coalition or acting contrary to the purpose or mission of Make Poverty History Manitoba. A member may appeal such a decision to the next meeting of the steering committee, which shall consider their request to be reinstated.

## **General Member Meetings**

MPHM will hold between one and four general meetings per year. Individual and organizational supporters and members are invited.

Members will receive notice of meetings 30 days in advance.

### **Quorum and Voting**

Quorum shall be the lesser of 15 members, or 50 percent plus 1 of members. Each individual and organizational member is entitled to one vote at the meeting.

Decisions made by the general membership will require at least 2/3 support, except in the case of elections of steering committee members, in which case a simple majority is sufficient.

Decisions made by Make Poverty History Manitoba do not bind individual or organizational members to those decisions.

### **General members meetings areas of decision making**

Decisions to endorse new or revise existing priority public policy issue areas or campaign(s) led by MPHM are made at general members meetings. Input will be sought as to strategy and content. Relevant information will also be shared, including updates of the activities of the coalition since the last General Meeting.

The general members meeting will approve changes to the terms of reference. The first meeting of each fiscal year will include a financial update and presentation of a budget for the upcoming fiscal year.

The general members meeting is also responsible for electing new steering committee members (described below - Election of the Steering Committee)

## **Steering Committee**

### **Composition**

The steering committee will be composed of seven to thirteen members or their organizational representatives, including: between four and eight organizational members, and between three and five individual members. We will prioritize having a steering committee membership with representation including women, labour, Indigenous peoples, newcomers, persons with disabilities, food security, policy development organizations, and students.

### **Steering Committee areas of decision-making**

The Steering Committee will oversee MPHM activities on policy priorities as determined by the General Members Meeting.

The Steering Committee will communicate and implement the vision, mission, and objectives of MPHM on behalf of the coalition.

The Steering Committee will be responsible for striking new working groups or ad hoc groups as necessary.

The Steering Committee will oversee the work of MPHM Working Groups, include receiving reports and updates, providing feedback, and steering strategy as required.

The Steering Committee will adopt new or alter existing MPHM policy positions related to the MPHM priority public policy issue areas that have been determined by the General Members Meeting.

The Steering Committee will make decisions on supporting or adopting campaigns led by other groups or related policy areas.

The Steering Committee will receive updates from the Finance Committee, including on preparation of an Annual Budget, and regular financial updates.

### **Steering Committee Process**

Steering committee decisions will be made by consensus. A four level consensus decision making process will be applied to decisions:

1. Endorse: implies full support for a proposal
2. Accept with reservations: generally support the proposal but concerns will be registered and recorded. There may be an opportunity to re-examine and revise at a future date.

3. Stand aside: do not support, but willing to let the proposal continue with opposition recorded.
4. Block: Strongly do not support. Blocking implies that if the proposal went ahead, the member would be forced to consider leaving the coalition.

Steering committee members will endeavor to accommodate each other and limit blocking decisions which have majority support except in cases where the decision runs counter to their organizational objectives or individual values.

If decisions must be made in between meetings, an email consensus vote is permissible. In this case, the chair will email Steering Committee members, and seek a response indicating their level on the consensus decision-making scale. The Chair will report back to the entire Steering Committee the results of the email vote.

The minutes from monthly meetings will go out to the Steering Committee as well as to supporters and members who request them.

### **Steering committee quorum**

Quorum for steering committee meetings will be 50 per cent plus one.

### **Responsibilities of Steering Committee members**

Steering Committee members are expected to attend regular meetings. If Steering Committee members cannot attend, they are asked to send regrets. Steering Committee members who miss more than two consecutive meetings without regrets will be contacted by the Chair to receive notification that they will be asked to step down if they do not attend the subsequent meeting. Special circumstances for missed meetings will be taken into consideration by the Chair.

Steering Committee members are expected to participate in sub-committees and working groups as necessary, as well as attending the general members meetings. Steering Committee members representing certain organizations,

identity groups, or communities are encouraged to provide this perspective at meetings.

Steering Committee members are expected to uphold their commitment to the vision, mission, and purpose of the Coalition. This includes being ambassadors of Make Poverty History Manitoba, nurturing the ongoing success of MPH, and committing to the development of the coalition's credibility, brand, recognition, and name.

### **Officers**

The Steering Committee will select a chair and a treasurer. As it sees fit, the Steering Committee may select other officers including a secretary, a co-chair, or a vice chair as need arises.

### **Chair**

The chair is the primary spokesperson for the coalition, except in cases where the steering committee decides on an alternate spokesperson. The chair is responsible for setting meetings and agendas for both quarterly general meetings and steering committee meetings. The term of the chair is renewable every two years.

### **Secretary**

When appointed by the Steering Committee, the Secretary is responsible for taking minutes and promptly distributing to the Steering Committee following a meeting. The Secretary may also take on other duties such as agenda drafting, meeting reminders, and other duties as mutually agreed upon by the Secretary and the rest of the Steering Committee.

### **Election of Steering Committee**

Steering committee members will be elected at the first general meeting of the fiscal year by the general membership.

Terms of steering committee members will be two years. After two years, the term may be renewed, without restriction on the number of renewal periods. If a position on the steering committee is vacant, the steering committee may appoint an eligible member to the position. Confirmation of that appointment will be made by a vote of the general members at the subsequent quarterly

meeting. Steering committee members appointed and elected mid-year will have their terms come for renewal at the same time as those elected at the start of the year.

## **Nominating Committee**

A nominating committee will be formed three months prior to the first general meeting of the fiscal year to solicit and select potential candidates for election. Other members in good standing may put their names forward by giving notice to the chair at least 7 days ahead of the election meeting. Notice of elections, including the names of all eligible candidates, shall be given to members 7 days ahead of the meeting.

## **Removal from steering committee**

If an organization rescinds its membership in Make Poverty History Manitoba, its representative will be required to resign from the steering committee.

As above, a Steering Committee member may also be removed for failure to attend meetings.

Steering committee members may resign by giving the chair written notice. In addition, the steering committee as a whole may remove a steering committee member if it feels that the member is obstructing the collective action of the committee or acting contrary to the purpose or mission of Make Poverty History Manitoba. In which case, notice will be given to the steering committee member 14 days ahead of the meeting, and will be given the opportunity to present their position.

Removal requires at least three quarters vote of the steering committee.

## **Working Groups**

### **Composition**

The Steering Committee will form Working Groups as required. The Working Groups will include at least two Steering Committee members and may include other members.

### **Working Groups areas of decision-making**

Working Groups will be responsible for creating detailed strategy for relevant campaigns for their group.

Working Groups will be responsible for rapid response documents, including press releases, letters to governments, op-eds, and more, that relate to current MPHM priority public policy issue areas, and Steering Committee approved policy positions.

Working Groups will be responsible for relevant event logistics, communications, and social media.

Working Groups will be responsible for budgeting and utilizing their allocated budgetary amount as determined by the Finance Committee and approved by the Steering Committee, and reporting as per guidelines set by the Finance Committee.

### **Working Group Process**

Working Group meeting minutes will be reported at the immediately following Steering Committee. Working Groups operate by consensus.

## **Finances**

### **Finance Committee**

The Finance Committee is a permanent sub-committee of the Steering Committee. The Finance Committee will be comprised of the Chair, Treasurer, and at least one other Steering Committee member, and interested general members.

### **Signers**

The Chair, Treasurer and at least one other Steering Committee member should be approved as organizational signers at the first Steering Committee Meeting of the fiscal year, following their election at the General Meeting. More signers may be approved depending on the needs of the Steering Committee.

### **Budget**

The Finance Committee will prepare a yearly budget and a financial update on the previous fiscal year during the first General Members Meeting of the new fiscal year. The Finance Committee will allocate set amounts of money to the Steering Committee, the Fundraising Committee, and each Working Group. Each Committee and Working Group will update the Finance Committee on their spending of their allocation throughout the year.

### **Fundraising Committee**

A fundraising committee will be formed with interested members of the Steering Committee and general membership to undertake fundraising activities for the coalition.

### **Fiscal Year**

The fiscal year runs from May 1 to April 30 of each year.

## **Communications and Branding**

The MPHM name brand and logo will be used to demonstrate the shared vision, mandate and goals of the coalition. Administration and activities may be taken on by different agencies or individuals, but with the common brand to provide clarity about the coalition's strength and support. Decisions regarding use of the MPHM brand and logo will be made or approved by the Steering Committee.