

# **Victoria Grandmothers for Africa Structure and Policies**

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## About Victoria Grandmothers for Africa

The Victoria Grandmothers for Africa (VG4A) is currently a group of over 100 women who are part of the Grandmothers to Grandmothers Campaign of the Stephen Lewis Foundation (SLF). The campaign's purpose is to increase awareness, build solidarity, and raise funds for community-based organizations (CBOs) in sub-Saharan Africa. These CBOs support African grandmothers and their communities and amplify their voices and expertise as they work to build a healthy future for children orphaned by the AIDS pandemic.

The SLF started the Grandmothers Campaign in 2006 in Canada in response to the emerging crisis faced by African grandmothers. It's now an international movement of thousands in Canada, Australia, the United Kingdom, and the United States.

At the first international gathering of grandmothers in Toronto in 2006, grandmothers in Canada made a commitment to African grandmothers and the world: **“we will not rest until they can rest.”** Thousands of grandmothers and *grandothers* are more committed than ever to this goal.

### Our values

We strive to reflect our values in all our endeavours: collaboration, inclusiveness, cooperation, transparency, democratic process, and acceptance of new ideas.

### The purpose of this document

This document will be useful to:

- Prospective and new members wanting to learn more about us
- Current members and leaders looking for information on our policies and processes
- Members looking for information on leadership positions in VG4A

### Who can participate in VG4A

Anyone who supports the purpose of the Grandmothers to Grandmothers Campaign and VG4A values is eligible to join us. Most members are grandmothers—but this is not a requirement. We refer to members who are not grandmothers as *grandothers*.

We have two types of participation:

1. Members who pay the annual membership fee of \$30, which entitles them to fully participate in our activities.
2. Supporters are people who are interested in VG4A and believe in what we do but do not want to be members. Some people who no longer want to be or are unable to be active members become supporters. People who ask to be put on our list of supporters receive email invitations to special VG4A events. Supporters may sponsor VG4A members in fundraising activities such as walks and cycle tours. Sometimes we may ask some supporters to help out at special events. They are not permitted, however, to act as spokespeople for VG4A or the SLF when volunteering at events.

## Membership information

The distribution list of our members and supporters is confidential. The membership chair and co-chair manage and maintain the member and supporter contact information. We only share membership information in these circumstances:

- Contact information is sent annually to the SLF for members who have given their permission to do so.
- Contact information is distributed from time to time to members of the Coordinating Group.
- The telephone numbers of members are shared with other members if they grant permission to do so.

## Our governing structure

### Overview

Figure 1 shows the structure we use to govern ourselves and organize our activities.

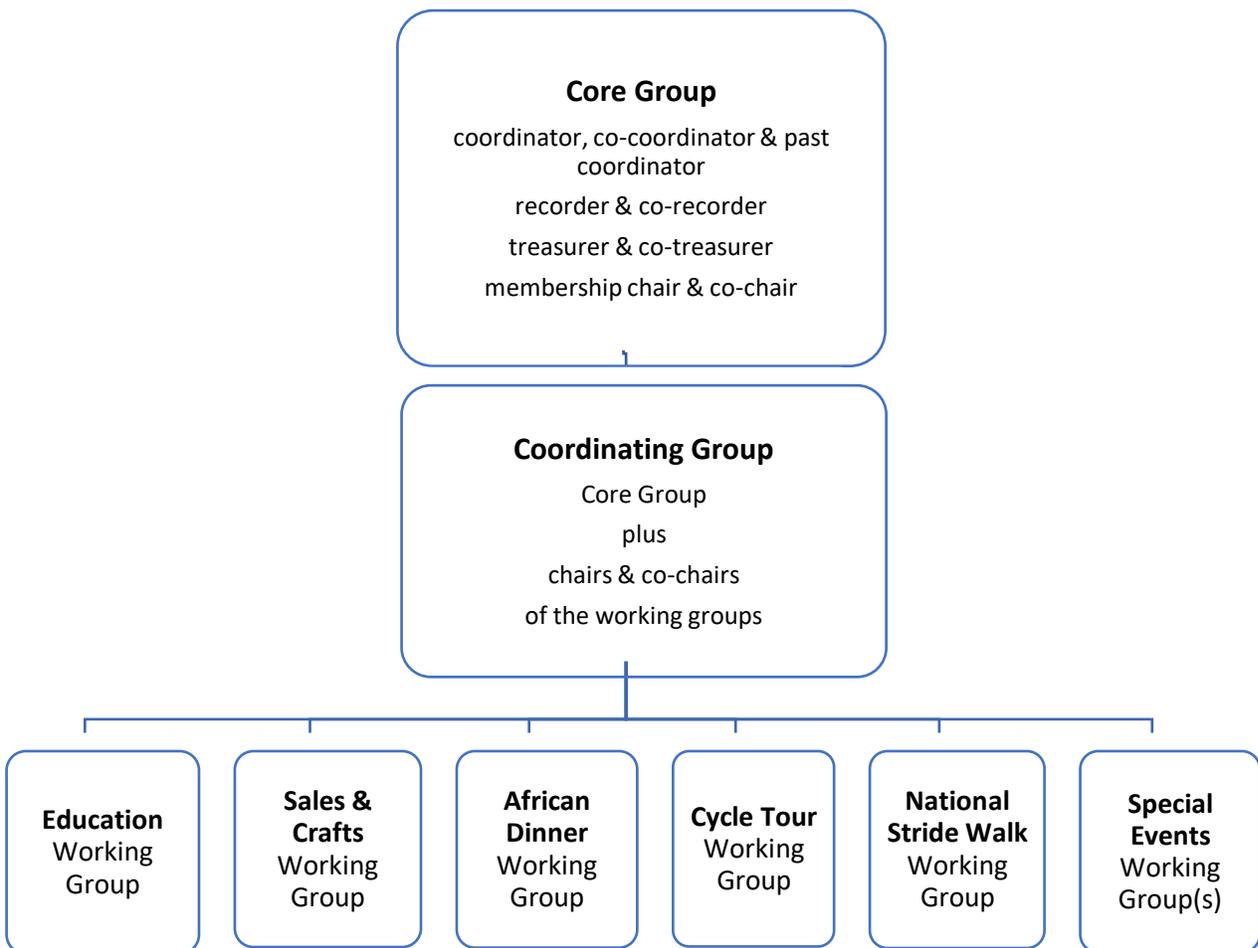


Figure 1: Overview of Victoria Grandmothers for Africa (VG4A)

Everything we do is accomplished through volunteer labour; we do not receive any remuneration for what we do as members and leaders of VG4A.

## **Core Group**

The Core Group:

- Provides leadership to VG4A members
- Makes decisions that are time-sensitive between meetings of the Coordinating Group and general meetings

These are the positions in the Core Group:

- Coordinator, co-coordinator, and the immediate past coordinator
- Recorder and co-recorder
- Treasurer and co-treasurer
- Membership chair and membership co-chair

The coordinator coordinates the work and activities of VG4A, with the assistance and support of the co-coordinator and past coordinator.

We expect the coordinator and chairs of working groups to be available to perform the tasks associated with their positions during their terms of office. If any temporarily leave their posts (e.g., to go travelling), they must ensure that other members of the Coordinating Group and working groups are informed and that replacements are identified.

The roles and responsibilities of the Core Group are ongoing and important to VG4A's success. We encourage Core Group members to limit their involvement to a non-leadership role in one working group to keep their workloads manageable. The coordinator does not chair or co-chair any working groups, but she may participate in working groups if she feels she has time. For a list of the duties of the positions that make up the Core Group, see Appendix 1.

## **Coordinating Group**

The Coordinating Group consists of the Core Group and the chairs and co-chairs of our working groups. (Information on the working groups is in the next section on page 6.) It meets every other month, in the months between general meetings or at the call of the Coordinator. If neither the chair nor the co-chair of a working group is able to attend a Coordinating Group meeting, they send a written report.

The primary duties of the Coordinating Group are to:

- Make decisions as necessary between general meetings.
- Review submissions for fundraising events from members using VG4A's criteria for fundraising events. (See page 11 for the criteria.)
- Approve transfers of funds from VG4A to the SLF.
- Review and make decisions on requests to use funds raised by membership dues.
- Update the Structure and Policies document annually. Ideally, the updated document is approved at a general meeting in June.
- Prepare and submit reports for general meetings and attend these meetings.

## Working groups

We have two types of working groups:

1. **Ongoing:** Education, Sales and Crafts
2. **Events:** African Dinner, Cycle Tour, National Stride Walk, and other special events (which are formed as needed)

We encourage all members to join at least one working group. We value all our efforts, whether we are raising awareness by participating in the Education Working Group, raising funds by making crafts as part of the Sales and Crafts Working Group, or planning an event.

Working groups are accountable to the Coordinating Group and the general membership. Each working group selects a chair and co-chair from its members, either by asking for volunteers or by election. These positions do not have fixed terms, but are usually reviewed each year. Some groups also select a bookkeeper who reports to the VG4A treasurer. The chair and co-chair are members of the Coordinating Group, but only one usually attends meetings. If both attend only one has a vote.

The primary duties of our working groups are to:

- Work to achieve their agreed-upon objectives.
- Present any new objectives and recommendations to the Coordinating Group for approval. If approved by the Coordinating Group, present them to the next general meeting for ratification by the members.
- Communicate information about coming events. This is done by sending event details to the coordinator for distribution via our contact software (e.g., Mailchimp) and to the website lead to include on the website.
- Prepare media material in consultation with the Coordinating Group.
- Produce and circulate a participant evaluation after each major event. Make the evaluation results available to members.
- Prepare a report outlining any major events, decisions, and action items and submit it to the coordinator before each general meeting.
- Take minutes of working group meetings.

## Election of the Core Group

### Who is eligible for office

We hold elections at our annual general meeting (AGM) in February. Any member can run for a position on the Core Group. To be a member, you must pay your annual membership fee in full before the AGM.

### Terms of office

We have chosen terms of office that provide members with a period of mentorship before they assume all the duties of a position. This also facilitates sharing of the workload and continuity of the work.

Let's look at an example to see how this works. A member interested in the position of recorder would stand for the position of co-recorder at the AGM. She would hold that position for one year during which she would learn the job from the current recorder. The next year, after the AGM, she would

automatically assume the position of recorder. This is the same for the position of coordinator, except that when she completes her year as coordinator, she remains on the Core Group as the past coordinator.

The positions of treasurer, co-treasurer, membership chair, and membership co-chair work the same way except these positions are for two years. In effect, this means that the people who run for treasurer and membership chair are in office for four years—two years as co-treasurer or membership co-chair and then two years as treasurer and membership chair.

The table below illustrates the terms of office for the positions in the Core Group starting from their first year in office.

| Year 1              | Year 2              | Year 3           | Year 4           |
|---------------------|---------------------|------------------|------------------|
| Co-Coordinator      | Coordinator         | Past Coordinator |                  |
| Co-Recorder         | Recorder            |                  |                  |
| Co-Treasurer        | Co-Treasurer        | Treasurer        | Treasurer        |
| Membership Co-Chair | Membership Co-Chair | Membership Chair | Membership Chair |

**Table 1: Comparison of Terms of Office**

### Vacancies on the Core Group

If a position isn't filled at the AGM, or if someone has to resign before the end of her term, the Core Group may appoint a member who is interested in the position. The Coordinating Group and the membership-at-large must endorse the appointment as soon as practical.

### Nominating Committee

The coordinator forms the nominating committee with the co-coordinator and the past coordinator for the election of incoming Core Group members.

### Meetings

We have the following types of formal meetings:

1. **Annual general meeting (AGM)**, which we hold each year in February. Elections for the Core Group positions are held at this meeting. All members are eligible and encouraged to attend. Only members who have paid their annual fees for the current year are eligible to vote.
2. **General meetings** are held in April, June, August, October, and December. All members are eligible and are encouraged to attend. The Education Working Group greets and introduces guests and new members at general meetings.
3. Each **working group** determines their meeting schedule, but most hold monthly or bi-monthly meetings.
4. The **Coordinating Group** meets every other month, in the months between general meetings.

## **Territorial acknowledgement**

In the spirit of truth and reconciliation, and in keeping with VG4A values, we open our meetings by acknowledging and thanking the Indigenous Peoples on whose lands we are meeting. Information to help meeting hosts create their acknowledgements is available on our website.

## **How we welcome and orient new members**

We welcome new members and those interested in becoming members at small get-togethers we call Welcome Gatherings. We have designed these gatherings to help new members integrate into our organization. They are also intended to help prospective members decide if they would like to join VG4A. They provide an opportunity for newcomers to discuss their interests and consider where they might fit within our organization.

The membership chair and co-chair organize welcome gatherings several times a year. They may arrange a meeting with a new member or prospective new member if it is a long time until the next gathering.

The Education Working Group participates in all welcome gatherings. One or two members of the working group attend to present an overview of the SLF, Grandmothers Campaign, VG4A, and the working groups. At these get-togethers, attendees introduce themselves to other participants and have opportunities to ask questions about VG4A. They receive a package of printed materials including a contact list of current Coordinating Group members, a VG4A brochure, a VG4A bookmark, and copies of the SLF publications, *Grassroots* and the *Granny Bulletin*.

## **How we keep members up-to-date**

Our general meetings are just one way that we keep members actively engaged in and informed about all our activities. Between meetings, we have other means of communicating with members to provide updates and interesting information about many topics such as the Grandmothers Campaign, the SLF, the activities of other Grandmothers Campaign groups, community events, and books and movies about Africa. Our methods of communicating include:

- Distributing information and updates about events, Grandmothers Campaign newsletters, minutes, and items of interest via email.
- Publishing a newsletter, which we email to members about 10 times a year. The newsletter includes a calendar of upcoming events, news and photos about our activities, information about new crafts made by the Sales and Crafts Working Group, and general interest items such as reviews of books and films.
- Maintaining a website, <http://www.victoriagrandmothersforafrica.ca/>, which includes a list of the current members of the Core Group, the Coordinating Group, and the chairs and co-chairs of the working groups, and an email address and phone number to contact us. A section called Marketplace is where we highlight the many beautiful crafts made by the Sales and Crafts Working Group. The website also contains a section for each of the working groups, which provides information on what each of them does.
- Posting photos and short news items on our Facebook page (Victoria Grandmothers for Africa). These are about our events and other activities we do in the community.

The newsletter, website, and Facebook page are produced and maintained by members who volunteer to do this work because of their interests, skills, or experience.

## **Quorum, decision-making, and voting rights**

Quorum is the minimum number of members that must be present for decisions made at a meeting to be valid. The number of members that must be present to achieve quorum:

- At Coordinating Group meetings, is 50 percent plus one voting member of the Coordinating Group
- At AGM and general meetings, is 25 percent of VG4A members

In meetings, we make most of our decisions through consensus, which means we make our decisions by agreement, rather than conducting votes. When it appears that we are unlikely to achieve agreement, we conduct votes. For votes, we define the majority as fifty percent plus one of the voting members in attendance. (There are two occasions when votes must be taken on financial matters, i.e., when transferring funds to the SLF and on major expenses by working groups. See the section on financial policies on page 12.)

Each Core Group member has a vote at Coordinating Group and membership meetings. While both the chair and co-chair of working groups are members of the Coordinating Group, only one of them will usually attend each Coordinating Group meeting and be entitled to cast a vote. At general meetings, they each have a vote as this is a right of being a member.

When the coordinator or the chair of a working group conducts a vote, they are entitled to cast a vote.

### **How we conduct votes**

These are the steps we take when conducting a vote:

1. A member proposes a motion (i.e., a proposal for action).
2. The chair of the meeting (i.e., the coordinator or working group chair) asks for a seconder. If no one seconds the motion, the motion fails. The person who seconds a motion does not have to agree with the intent of the motion. Seconding a motion means that the seconder thinks the motion should be considered by the meeting.
3. After a motion has been seconded, the chair repeats the motion (or asks the recorder to repeat it.) The motion should be repeated as many times as needed to ensure all members have heard the motion. Everyone should know exactly what they are voting on.
4. The chair opens discussion on the motion.
5. When the group is ready to vote, the chair will ask members to vote by a show of hands. The chair may ask others to help count the vote. The chair conducts the vote as follows:
  - a. The chair asks who is in favour of the motion and counts the hands raised.
  - b. She then asks who is opposed and counts the number of hands raised.
  - c. She then asks who is abstaining from the vote and counts those raised hands.
6. The chair reports the results and, if necessary, may repeat the motion that passed or failed.

If the person chairing a meeting thinks that a motion may be needed to resolve an issue or conclude an item of business, she may suggest that a motion is in order. Chairs do not normally move motions but encourage someone else to move them. They may, however, suggest the wording of a motion.

## **Relationships with other groups**

### **VG4A does not advocate**

We do not participate in advocacy and we do not co-sponsor events with the purpose of advocacy. We have adopted this policy to protect the charitable status of the SLF.

### **Distribution of information from other groups**

We distribute our own information and that of other Grandmothers Campaign groups in the BC Islands region. We may also distribute information from Grandmothers Campaign groups that are not part of the BC Islands region. Requests to circulate information from other groups are considered on a case-by-case basis by the coordinator and co-coordinator and, when possible, in consultation with the VG4A Core Group.

### **Grandmothers Regional Liaisons**

Grandmothers Regional Liaisons (GRLs) are selected by the Grandmothers Campaign team to represent regions across Canada. VG4A is part of the BC Islands region, which has several Grandmothers Campaign groups, and two GRL positions. Because we are one of several groups within the region, the GRLs are not necessarily members of VG4A.

The role of the GRLs is to:

- Share key Grandmothers Campaign messages and information with groups in their region.
- Create and maintain communication between the Grandmothers Campaign team and Grandmothers groups across Canada.
- Ensure that the Grandmothers groups they work with know about the Grandmothers Campaign resources, materials, and other supports.
- Act as conduits to the Grandmothers Campaign by sharing challenges, successes, and strategies from groups in their region.
- Play a connecting role between groups to help facilitate collaborative efforts.
- Work with the Grandmothers Campaign team to set goals and national initiatives for the Campaign.

Members who would like to serve as a GRL must apply to the Grandmothers Campaign. The term of office is usually two years.

### **Regional Gatherings**

We participate in (and sometimes host) Regional Gatherings, which are SLF events where we get together with the other grandmother groups from the BC Islands region. The GRLs are instrumental in organizing these gatherings, which provide members with opportunities to meet people from other grandmother groups, share information on successes, discuss fundraising strategies, and attend

educational workshops. They also provide opportunities to meet and hear updates from staff at the SLF and Grandmothers Campaign.

## **Speaking Publicly about VG4A, SLF, and the Grandmothers Campaign**

The Education Working Group handles requests for speaking in public about VG4A, the Grandmothers Campaign, or the SLF. Since the Education Working Group is responsible for most VG4A public speaking, its members will be familiar with the current language, statistics, and stories distributed by the Grandmothers Campaign, and be comfortable sharing this information in group settings. These are the guidelines they follow:

- Education Working Group members always try to work in pairs at a public speaking engagement. However, if no one is available to accompany an experienced speaker, the Education Working Group Chair may give her permission to present alone rather than turn down the invitation.
- Speakers giving presentations will report back to the Education Working Group regarding the experience.
- The Education Working Group maintains a record of speaking engagements, including names of speakers, date, time, location, contact person, topics covered, and audience response.
- Those who speak in public regularly are expected to update their material with the latest facts and changes in the SLF approach.
- Speakers are encouraged to share their presentations with others in the Education Working Group to enlarge the scope of material available for everyone's use.
- Some Education Working Group members may offer workshops to help other VG4A members know about the Campaign or practice speaking in public.
- VG4A members in speaker training will be accompanied by an experienced Education Working Group public speaker when they are assigned to speaking engagements.

## **Criteria for fundraising events**

We strive to maintain a balance between the number of events we hold and our group's ability to organize them. To that end, the Coordinating Group considers the following criteria when deciding whether to approve a proposal to undertake a new fundraising venture:

### **General Criteria**

- It is ethical, environmentally friendly, and supports fair trade practices.
- It has the potential to reach new donors and new members.
- The anticipated revenue matches the time and effort involved.
- It is likely to draw a reasonable number of people.

### **Education Awareness**

- It will increase VG4A exposure.
- It will contribute to the education of the public about VG4A and the SLF.
- It will increase awareness of SLF.

### **Member Involvement**

- It will broaden member involvement.

- It will not overtax our members.
- It will provide opportunities to socialize and develop friendships.

#### **Other Considerations**

- It will be enjoyable.
- The location is accessible.
- There is sufficient parking.
- The rental costs are reasonable and affordable.

## **Financial policies**

This section contains policies we have developed to ensure the proper handling of funds.

#### **Reserve funds**

- A minimum of \$3,000 must be retained as reserve funds in the VG4A bank account at all times.

#### **Transfers of funds from VG4A to the SLF**

- A decision to transfer funds from VG4A to the Grandmothers Campaign of the SLF requires agreement by a majority of 50 percent plus one members of the Coordinating Group.

#### **Membership fees**

- The membership fee is \$30 per year. The coordinator, treasurer, and membership chair may waive this fee at their discretion.
- A new member who joins after October 1st will have her membership extended to the end of the following year.

#### **Membership fund**

- The \$30 annual membership fees go into a membership fund. We pay the costs we incur to run VG4A from this fund.

#### **Surplus membership funds**

- A decision to send surplus membership funds to the Grandmothers Campaign of the SLF must be brought to a general membership meeting for approval.

#### **Fundraising proceeds**

- All the proceeds from fundraising activities (e.g., sales of crafts) are sent to the Grandmothers Campaign of the SLF.

#### **Working group finances**

- Each working group is responsible for its expenses and income for consistency, equity, and ease of accounting.
- A motion must be voted on and recorded in the working group's minutes when considering any major expense.
- A written request must be submitted to the Coordinating Group for approval when a working group wishes access to membership funds.

## **Travel support for VG4A members**

VG4A benefits in many ways when our members and other grandmothers in our region travel to participate in events and activities. These include:

- Trips to Africa organized by the SLF. This travel allows members to:
  - See first-hand the results of the SLF's work
  - Bring the messages of the African grandmothers to us
  - Reach out to inform the wider community
- Travel by the GRLs to fulfill their duties. The GRLs:
  - Take reports of our work and issues to the SLF
  - Bring news of the SLF's work and issues back to our region
  - Work to unify the region
- Travel within our general area to attend SLF-sponsored gatherings and other events

We have developed policy to allow us to subsidize a member to lessen the burden she bears for the costs of such travel. Our policy is to:

1. Dedicate ten percent of each member's membership fees annually to maintain a fund in support of members' travel to out-of-town meetings relating to the SLF (e.g., Regional Gatherings). The fund is cumulative. The Coordinating Group decides how to allocate the fund.
2. Fundraise within VG4A in support of any member who has been chosen to go on an SLF-organized tour to Africa. However, VG4A cannot commit to covering all of an individual's costs of travelling to Africa, via these fundraising efforts.

## **Double Your Money fundraiser policy**

Some time ago the family of a deceased member donated \$25,000 to the Grandmothers Campaign through VG4A, with the request that over time we double that amount. We have set up a Double Your Money (DYM) program by which a member can access seed money for a project in the hope that her profits from the project will double the seed money.

### **How the program works**

Eligible projects must be small individual, or very small group, fundraising projects. The program is managed by a member who has volunteered to run it. This is how the program works:

1. The treasurer provides the DYM fund manager with \$300 once a year in seed money. Members can request seed money from as little as \$10 to as much as \$300.
2. The member presents her idea and the amount she is requesting to the DYM fund manager.
3. After the member completes her event or project, she returns the seed money and the profits to the DYM manager.
4. The DYM manager keeps track of funds loaned, expenses incurred, profits earned, and reports these to the treasurer.
5. The seed money is returned to the VG4A treasurer at the end of each fiscal year and reallocated at the beginning of the following year.
6. The treasurer submits the project profits to the SLF.
7. The member and the project participants or purchasers of its products are not eligible for tax receipts for charitable donations.

## **Cycle Tour registration policy**

We organize an annual cycle tour comprised of two rides—275 km and 50 km. As cycling is a common mode of transportation for many African grandmothers, we think this is a fitting way for Canadian grandmothers to fundraise.

The purpose of the Cycle Tour is to:

- Raise funds to support the SLF Grandmothers Campaign
- Increase awareness of the challenges faced by African grandmothers raising their grandchildren orphaned by AIDS
- Provide African grandmothers with a tangible demonstration of empathy, understanding, and partnership with the physical and mental struggles they are experiencing
- Build support, strength, and a shared purpose among regional Grandmothers Campaign groups

### **Rider eligibility**

Riders on the tour must be women 55 years of age or older by December 31st of the year of the tour with preference given to members of SLF Grandmothers Campaign groups.

### **Maximum number of riders**

Each tour is limited to 30 riders because of logistics and safety. The position of sweep for the 275 km ride is not included in calculating the number of riders. This position supports riders by providing on-road safety and mechanical maintenance.

### **Selection procedures**

This is how riders are selected:

1. Application packages for the tour are distributed annually in the spring. Registration is considered open on the date that application packages are sent.
2. Applications from members of the Cycle Tour Working Group are approved first when received within two weeks of registration opening.
3. Applications from female members of SLF Grandmothers Campaign groups whose applications are received within the six weeks following the date registration opens will be considered equally for the remaining spaces on the ride of their choice.
4. During this period, if more applications are received than there are remaining spaces available, a draw will be made to determine who will be offered a confirmed place on the ride of their choice and who will be placed on the waitlist.
5. Any applicants left on the waitlist in any given year will be given priority for a spot on the tour in the ride of their choice the following year.
6. If after six weeks from registration opening, not all spaces are filled by eligible riders who are members of SLF Grandmothers Campaign groups, applications from other eligible riders will be considered.
7. Applications received from any eligible riders after the six weeks will be approved or waitlisted in the order they are received.

## Appendix 1: Core Group job descriptions

### Coordinator

- Chairs Coordinating Group, AGM, and general meetings.
- Sets dates for general and AGM meetings, Coordinating Group meetings, and social gatherings after consulting with the Coordinating Group.
- Creates agendas for general and Coordinating Group meetings, in consultation with Coordinating Group members.
- May request advice and support from former coordinators, when preparing for meetings.
- Informs members about meetings, special events, and opportunities via the email software system. Occasionally she may distribute a message from a member.
- Keeps in touch with the working groups and requests reports from their chairs for distribution before general meetings.
- Consults with the Core Group on whether to distribute information from other groups to members.
- Collaborates with the Coordinating Group to make decisions about which events and activities of other organizations may be advertised via our membership mailing list.
- Coordinates responses to SLF requests.
- Facilitates review of the VG4A Structure and Policies document by the Coordinating Group annually or as needed.
- Participates in ad hoc committees created for special events and other opportunities and to review fundraising suggestions.
- Communicates and consults frequently with the co-coordinator, past coordinator, and the Coordinating Group. She may also seek advice and support from former coordinators.
- Collaborates with the co-coordinator to familiarize her with the coordinator's tasks.
- Collaborates with the web manager to ensure our website is current.
- Is the primary contact person for VG4A for both the GRLs and the Grandmothers Campaign.
- Sends annual updates of the coordinator and co-coordinator's contact information to the Grandmothers Campaign manager and GRLs.
- Forwards to the SLF a spreadsheet of members who have given permission for the SLF to receive their contact information each year.
- Distributes the phone list to the membership annually.
- Makes decisions about when to contact supporters, composes the message, and requests that the membership chair distributes it.
- Forms the nominating committee with the co-coordinator and the past coordinator for the election of incoming Core Group members.

### Co-Coordinator

- Works closely with the coordinator to prepare for the following year when she takes on the role of coordinator and to ensure continuity of the work.
- Participates in preparing agendas for AGM, general, and Coordinating Group meetings, in consultation with Coordinating Group members, and chairs the meetings in the absence of the coordinator.
- Keeps the membership informed of meetings, opportunities, and special events via VG4A's email software system, if the coordinator is not available.
- Is a backup contact person for VG4A for the GRLs and the SLF Grandmothers Campaign office.
- Participates in the Coordinating Group's annual review of the VG4A Structure and Policies document.

- May participate in ad hoc committees created for special events and other opportunities and to review fundraising suggestions.
- May collaborate with the web manager to ensure our website is current.
- Forms the nominating committee with the coordinator and the past coordinator for the election of the incoming Core Group members.

### **Past Coordinator**

- Consults and offers support to the coordinator and the Coordinating Group when requested.
- Continues to attend bi-monthly Coordinating Group meetings.
- Is a voting member of the Core Group and the Coordinating Group.
- May participate in and chair or co-chair a working group.
- Forms the nominating committee with the coordinator and the co-coordinator for the election of the incoming Core Group members.

### **Recorder**

- Takes minutes at AGM, general, and Coordinating Group meetings.
- Forwards minutes to the coordinator and co-coordinator within two weeks of the meeting for them to edit and distribute to the membership.
- Keeps copies of agendas, minutes, and material relevant to group discussions in a binder.

### **Co-Recorder**

- Is mentored by the recorder so that she is ready to assume the position at the end of the current recorder's term.
- Stands in for the recorder when she is away or unable to attend a meeting.

### **Treasurer**

- Presents the treasurer's report at Coordinating Group, general, and AGM meetings.
- Collects money from fundraising events and various working group members.
- Receives membership money from the membership chair and works with her to confirm that the number of memberships recorded matches membership money received.
- Makes up deposit slips and deposits money to the VG4A bank account.
- Monitors and records e-transfers to our bank account and notifies working groups of deposits.
- Writes cheques and issues e-transfers to cover bills.
- Ensures sufficient Core Group members have signing privileges on the VG4A bank account.
- Sends accumulated donations to the SLF.
- Keeps the general ledger and other financial records. Reports are compiled for working groups by the VG4A treasurer.
- Ensures that the surplus membership funds at the end of the fiscal year are brought forward to the new fiscal year.

### **Co-Treasurer**

- Is mentored by the treasurer so that she is ready to assume the position at the end of the current treasurer's term.
- Stands in for the treasurer when she is away or unable to attend a meeting.

## **Membership Chair**

- Maintains spreadsheets of members and supporters and regularly provides them to the Coordinating Group.
- Maintains three distribution lists: one for members, one for supporters, and one for people who have expressed interest but have not yet become members.
- Maintains a phone list of all members willing to have their phone numbers shared with other members and provides it to the coordinator to distribute.
- Maintains a spreadsheet of members willing to have their contact information provided to SLF and provides it to the coordinator to forward to the SLF annually.
- Manages distribution lists on our contact software system.
- Collects membership dues by cash, cheque, or e-transfer. Maintains a record of payment methods.
- Submits membership money to the treasurer and works with her to confirm that the number of membership renewals recorded matches membership money received.
- Sends an email to renewing members confirming that payment has been received.
- Provides the Coordinating Group with updated spreadsheets weekly in January.
- Asks working group chairs to remind their members to renew before the AGM.
- Consults with the coordinator and treasurer about waiving fees for members who may not be able to pay their annual fees.
- Provides nametags to new members.
- Maintains a binder of all application forms and updates them with changes to contact information.
- Provides the names and contact information of anyone who expressed interest in joining a working group on their membership form.
- Sends email messages to supporters at the request of the coordinator.
- Organizes and attends welcome gatherings. This includes:
  - a. Setting a date with the host and an Education Working Group member
  - b. Inviting potential and new members
  - c. Handing out membership forms and accepting membership fees if offered
  - d. Recording responses to the welcome gathering invitation on a spreadsheet

## **Membership Co-Chair**

- Is mentored by the membership chair so that she is ready to assume the position at the end of the current membership chair's term.
- Assists the membership chair with the organization of welcome gatherings.