

Terms of Reference of Meeting Committees and Appointees

Notes:

1 - A standing committee can ask that its terms of reference be changed at the time of their Annual Report to the meeting.

2 - In some cases these are actual terms of reference. In others they are Meeting minutes establishing the committee or its duties. In other cases these are just descriptions of the committee or position, written by the Committee or its clerk. This document is primarily for the use of Nominating Committee, and Friends considering being nominated, to help them understand the function of each Committee or appointment.

3 - "Closed Committees" are for members of the committees only (except by invitation). Clerks of committees are not required to be members of the Society of Friends. Board of Trustees is composed of Members of Toronto Monthly Meeting. Personnel Committee and Meeting of Ministry and Counsel are composed of members of the Society. Unless otherwise specified, committees are "open" to anyone who wants to attend.

Approved 21 June 2009 (M4W4B)

Auditors:

Two Members or Attenders of Meeting are appointed to audit its financial statements and accounts. The audit is done in accordance with the "Guideline for internal audit of TMM Financial Statements" as promptly as possible after the end of the financial year. The auditors then submit their report to the Meeting.

Burial Committee:

Toronto Monthly Meeting Burial Committee is a committee of the Meeting of Ministry and Counsel, and is appointed by that body. Burial Committee is responsible for helping members and attenders of the Meeting in planning for their funeral and burial after the manner of Friends. It gives pastoral care to the family and friends of the deceased, and to the Meeting. On the occasion of a death, the Committee acts as a resource to the family or friends of the deceased in making arrangements for burial. Burial Committee oversees the Meeting for Worship for Burial. The Committee offers both spiritual and practical resources to the Meeting in all matters pertaining to death and bereavement. It meets regularly and maintains records including its files in the TMM office; general information in the library on death, dying, funerals and burial; and the regularly updated Burial Committee Procedures manual.

Clearing Committee:

The Clearing Committee considers unusual applications for the use of the House that the Resident Friends don't feel they can decide about themselves. It is composed of the Clerk, the Resident Friend, the Secretary/Assistant Treasurer, and the Coordinator of CFSC, all ex-officio.

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Clerk:

The Clerk conducts the Monthly Meeting for Worship for Business. The Clerk works with the Recording Clerk to set the agenda and ensure that the Minutes are properly recorded and distributed along with named attachments. The clerk is responsible between meetings for overseeing the orderly conduct of business. The Clerk also serves on the Clearing committee and is ex-officio member of the Meeting of Ministry and Counsel. From time to time the clerk may seek the assistance of prior Clerks when appropriate.

Recording Clerk:

The Recording Clerk takes the minutes of the Monthly Meeting for Worship for Business and works with the Clerk to set the agenda beforehand. During the Meeting for Business, when the sense of the meeting is clear, the Recording Clerk, with the assistance of the Clerk, prepares each Minute for approval of the Meeting. The Recording Clerk prepares the Minutes of the Monthly Meeting for the Clerk. After approval by the Clerk the Recording Clerk gives them to the office secretary.

Clerk(s) Committee:

In May 2009 the Clerk(s) Committee is not functioning. However, it has been past practice for Clerks to seek the assistance of prior Clerks when appropriate.

NB. In the past, this committee consisted of the Clerk(s) and Recording Clerk(s) plus two other members appointed by Monthly Meeting, who are often prior clerks. They assisted the Clerk(s) in setting the agenda for Monthly Meeting for Business, and could be called on by the Clerk(s) for advice and guidance.

Contacts for Gay and Lesbian Concerns:

The meeting appoints two people who lesbian, gay and bisexual members and attenders can approach to speak about the Meeting and its openness to lesbian, gay and bisexual people. Anyone who has concerns about lesbian and gay issues can also approach the contact people. The contact people would speak to those approaching them in confidence, and, if requested, bring concerns forward to an appropriate body such as the Meeting for Ministry and Counsel.

Finance Committee:

- a) Prepare annual budget for the coming year.
- b) Consider matters of expenditure referred to it by the Monthly Meeting or committees.
- c) Report every four months to the Monthly Meeting on the financial state of the Meeting.
- d) Has oversight of expenditures of all committees.

Finance Committee makes appeals for contributions as appropriate as/or when needed. This is a closed committee.

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First Day School Committee:

Since 2008, the Religious Education Committee is responsible for coordinating all First Day School matters, including classes.

Hospitality Committee:

Historically, the Hospitality Committee arranged special events and hospitality. Other functions include finding hospitality for overnight guests by communicating with the Meeting to see which members could provide accommodation.

House and Premises Committee:

House and Premises Committee meets frequently to advise and support the Resident Friends in these (the care of Friends House) and to consider in detail any work on the House and grounds proposed by Trustees or others.

Responsibilities of House and Premises Committee in relation to the care of the House and grounds:

- a) Arranging for additions to, replacement, or maintenance of House equipment and furnishings.
- b) Arranging for interior decoration as needed.
- c) Encouraging members of TMM to help where appropriate
- d) Submitting an annual budget to the Finance Committee
- e) Considering indoor and outdoor maintenance items suggested by Trustees and Resident Friends
- f) Arranging for cost quotations on larger items
- g) Advising and assisting Resident Friends with respect to furnishing, decorating and maintenance
- h) Considering details repair and/or maintenance work and obtaining quotations when requested by the Trustees
- i) Making recommendations to the Trustees for items of work described in section 2 (see below under Trustees.)
- j) Work with Resident Friend on issues of the use of Friends House, rentals to outside groups etc.
- k) Overseeing garden and grounds in consultation with Trustees; liaise with Friends Day Care.

INTCH (Spadina-Bloor Inter-Church Council) Representative(s)

This program has been laid down.

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Jamaica Concerns Working Group:

The Jamaica Concerns Working Group (JCWG) was initiated to support the work of Oswald Murray, a member of TMM who resides in Jamaica and the work of Daphne Steadman, a faithful attender at TMM.

The Group fundraises through monthly Soup and Stories and other events to support a needy family and a Basic School (Early childhood Centre). The JCWG welcomes inquiries regarding its activities and appreciates donations from individuals. TMM provides charitable donations tax receipts for donations.

Library Committee:

This committee consists of members and attenders and is primarily a working committee. Each committee member is responsible for a specific task: book ordering, maintenance of the periodical collection, preparation of periodicals for binding, accessioning, typing and cataloguing. Additional tasks include recovery of overdue materials, oversight and maintenance of the archive room on the second floor, shelf reading (checking that materials on the shelves are in their proper order) and rearranging and culling materials as needed. Decisions concerning book purchases and donations are made by the committee as a whole. Work parties are held as the need arises. One committee member is on duty in the library every Sunday after Meeting for Worship to answer questions and assist library users. Meetings are held six to eight times a year, but the duties of the committee members are ongoing as is the work of the committee itself. This is an open committee.

Meeting of Ministry and Counsel:

Membership in Ministry and Counsel is open to members of the Religious Society of Friends. Members of Ministry and Counsel are appointed by the Business Meeting.

Ministry and Counsel is responsible for nurturing the spiritual life of the Meeting, caring for the Meeting for Worship, encouraging a way of life consistent with the faith, practice and testimonies of Friends and counseling persons in time of need. Ministry and Counsel is also responsible for encouraging suitable vocal ministry as well as silent communion. Ministry and Counsel (through Visiting Committee) visit the sick, the aged, the troubled, the sorrowing and others in times of need. Ministry and Counsel prepare the annual "State of the Society" report.

Ministry and Counsel appoint members of the Burial Committee and Listeners. M&C is also responsible for keeping the Membership Register up to date.

This is a closed meeting.

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Nominating Committee:

The members of this committee are appointed annually by the Monthly Meeting. They bring back to Monthly Meeting the names of members and attenders who are willing to serve as officers and on committees, for the Meeting's approval. Nominating Committee also forwards to Canadian Yearly Meeting Nominating Committee the names of members willing to be considered for CYM committees. This is a closed committee.

Peace and Social Action Committee: (PSAC)

Toronto Monthly Meeting Peace and Social Action Committee will strive to be:

- a) A place to which Friends, attenders and others can bring Peace and Social Action Concerns. After prayerful consideration, a concern may be supported in modest ways. PSAC may also support them in laying their concern before Toronto Monthly Meeting.
- b) A place to which Toronto Monthly Meeting may refer for consideration, matters addressed to it in the field of Peace and Social Action. Such matters could be returned to Toronto Monthly Meeting with a recommendation of Toronto Monthly Meeting finance Committee.

All meetings of PSAC are open.

Personnel Committee:

This Committee acts as a liaison between Toronto monthly Meeting and all staff employed by TMM. Its responsibility is the hiring, supervision and evaluation of all staff. On behalf of TMM, it accepts comments, concerns and questions about the staff and their jobs. It finds suitable replacements for staff when necessary. It prepares an annual budget for the TMM Finance Committee and an annual report for TMM. It draws up job descriptions and appoints Committee of Care for staff. Much of the work of this Committee is confidential.

Membership is only open to members of the Religious Society of Friends.

This is a closed committee.

Quaker Committee for Refugees (QCfR)

The Committee has as its specific aim the provision of assistance to refugee claimants both during and after the application process by: filling out forms (including translations and interpretation help), making referrals to legal and other agencies, advising claimants in detention, assisting successful claimants in the resettlement process and aiding groups who wish to sponsor refugees to Canada.

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The work of the committee is delivered to refugees by a staff member; the committee is required to raise sufficient funds every year to enable the annual renewal of the appointment of the staff member. This is an open committee.

Toronto Friends Sponsoring Refugees (TFSR) is a standing Committee of the Toronto Meeting of Friends (TMM). Its role complements the Refugee Toronto Monthly Meeting, which works with refugees already in the Greater Toronto Area. The terms of reference for TFSR are fund-raising, developing a work plan for refugee settlement and integration, cooperating with a Sponsorship Agreement Holder, communicating with government representatives as needed regarding migration processing, and developing a relationship with the refugee family overseas while their sponsorship is processed. during their first year in Canada. Donations to TFSR should be made to TMM and ear-marked for TFSR. This is an open committee; all are welcome to participate.

Religious Education Committee

Religious Education is a standing committee whose role is to coordinate, plan, and provide oversight for projects and events concerned with the sharing of religious knowledge and spiritual experience among members and attenders of the Monthly Meeting. In the past this has included such activities as “Speaking from Experience,” in which experienced Friends share highlights of their spiritual journeys. It has also included “Friends Ways” and “Quakerism 101,” workshops for new attenders. Bible studies, studies in Quaker and other spiritual literature, contemplative gatherings, spiritual formation groups, Quakerly walks and special workshops presented by Friends from other meetings. In 2008 this committee also took on the oversight of First Day School, which no longer has a designated standing committee of its own (2008.2.2.2). In this regards, the committee acts as an advisory group and budget overseer for the First Day School coordinator. Nominating committee appoints committee members for 3 year terms, including the First Day School Coordinator and, if possible, a representative of Ministry and Counsel. At least half of the members of this committee should be members of the Religious Society of Friends, who are knowledgeable about Quaker testimonies and traditions.

This is an open committee.

Representative Meeting:

Representative Meeting is the body which is entrusted by Canadian Yearly Meeting with the general care of those matters which affect the life of the Religious Society of Friends in Canada between full sessions of Yearly Meeting. It serves as Yearly Meeting out of session.

Representative Meeting has responsibility for care and administration of financial and personnel matters within Yearly Meeting.

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It meets two weekends a year, usually in November and May and usually either in Toronto or in Ottawa.

Representative Meeting reports annually to Yearly Meeting.

Each Monthly Meeting appoints a representative to Representative Meeting for a term of five years. Clerks of Yearly Meeting standing committees are also represented on Representative Meeting. For further terms of reference of Representative Meeting, see the section in Chapter VI of Canadian Yearly Meeting, Organization and Procedure, which was revised at CYM 2002.

The Toronto Monthly Meeting appointee to Representative Meeting is expected to attend both of its annual meetings, report back in writing to Toronto MM on relevant matters after each meeting, and if possible also attend the Canadian Yearly Meeting annual sessions. (This is because Representative Meeting continues business from Yearly Meeting, so our representative will better understand the business of Representative Meeting if he or she attended Yearly Meeting.)

Sexual Abuse and Harassment Concerns Committee:

Its mandate is for purposes of education, training and policy. The standing committee will report to Monthly Meeting and will have the following responsibilities:

- a) providing ongoing education for the Meeting adapting the Yearly Meeting Protocol for Monthly Meeting.
- b) coordinating training opportunities provided by Yearly Meeting for Toronto Monthly Meeting
- c) updating the statement on sexual harassment and abuse posted in Friend's House
- d) developing special offerings, such as retreats, camps and meetings for healing, as may seem appropriate
- e) reviewing and, if necessary, adapting the children's protocol already prepared by Yearly Meeting.

This is a closed meeting.

Statistical Secretary:

A member or an attender is appointed to compile an annual statistical report for consideration by the Meeting. This is done on a form provided by Canadian Yearly Meeting. When approved, this completed form is sent to Canadian Yearly meeting for inclusion in its statistical report, which covers the number of Members, births, deaths, marriages under care of each Meeting etc. This report must be numerically accurate and consistent with that completed for the previous year.

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Toronto Monthly Meeting for Worship for Business:

The Monthly Meeting for Business is the basic working unit of the Society of Friends, attending to any business and concerns presented to it by the Clerk(s). It receives and records members and extends spiritual care. It provides for the oversight of marriages and funerals. The Religious Society of Friends believes that any right and satisfactory decision depends upon the full understanding and agreement of all present. Therefore, it transacts business by united decision, seeking the common will of God, rather than by majority vote.

The Meeting for Worship for Business takes place on third Sunday of every Month except in July and August. The Meeting is open to visitors and attenders, with the exception of membership matters at the end of the Meeting, which are closed.

Treasurer:

The Treasurer shall oversee the receipt and disbursement of funds as directed by the Meeting, and oversee that an accurate account of the money so received and paid out is kept. The Treasurer shall make an interim financial report every four months and an annual financial report to the Meeting. The books and accounts shall be audited annually. The Treasurer oversees an Assistant Treasurer who shall receive and disburse funds as directed by the Meeting and keep an accurate account of receipts and disbursements. The Assistant Treasurer/Secretary is a paid Meeting position.

Board of Trustees Terms of Reference

The Board of Trustees is composed of members of Toronto Monthly Meeting. Trustees have the same duties as those outlined in the section on trustees in *Organization and Procedure* of Canadian Yearly Meeting (2.17).

Trustees hold title to two properties on behalf of Toronto Monthly Meeting: 60 Lowther Ave. (Friends House) and 70 Bedford Rd. (the parking lot) and are to ensure that the property is maintained in good repair, keeping in mind the standards required of a public building.

They are responsible for the care of investments and use of bequests and other funds in accordance with wishes of the donors.

Annual Meeting & Tour: Trustees, accompanied by the Resident Friend and a member of House & Premises Committee, make a thorough annual tour of the house and grounds and prepare a written report which is then given to the RF and House & Premises

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Committee for implementation (in consultation with trustees as required). Trustees also allocate funds under their care. The annual report to TMM is due in September.

Responsibilities of Trustees in relationship to the care of the House

- a) Overall maintenance and repair, especially large items
- b) All structural work, including plastering, roofing, brickwork, sidewalks, etc.
- c) Larger projects such as exterior painting, fencing, etc.
- d) Annual inspection, usually in spring
- e) Listing observed needs of the House for action by House & Premises Committee, Resident Friends or Clerks of TMM as appropriate.
- f) Consideration of improvements to the House as proposed by the Meeting or its committees.
- g) Allocation of funds under their care (funds specified by bequest or allocation for maintenance).
- h) Review of insurance evaluation.
- i) Oversight of the police reference check procedures.

Number of Trustees: there is no set number, although it has never been greater than six..

Length of Term: there is no set term.

Number of Meetings per Year: annual meeting & tour; 1 or 2 additional meetings or as required.

Absentee Clerk: If the clerk is out of the country it is customary that an alternate be named

Appointment of New Trustees: Trustees forward suggestions to Nominating Committee which in turn reports to Monthly Meeting. Toronto Monthly Meeting approves the appointment of new trustees. The minutes must a) name all trustees, b) show succession and c) indicate if the appointment is new, i.e. an additional trustee.

www.e-laws.gov.on.ca

Trustee Act R.S.O. 1990, Chap. T.23; Religious Organizations' Lands Act R.S.O. 1990, Chap. R.23

Visiting Committee:

Friends were in agreement that the role of Visiting Committee is as follows:

The Visiting Committee will "... be concerned to visit the sick, the aged, the troubled, the sorrowing and others in time of need. It is also responsible for communication with members living beyond the bounds of the local Meeting." (CYM Organization and Procedure)

In practical terms, this frame of reference would apply to:

- a) Those unable to attend Meetings for Worship due to illness, being housebound or for other reasons.
- b) Non-attending Friends of all ages.
- c) Acknowledging life events of F/friends such as births, deaths and marriages (not under care of the Meeting).

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- d) Following up on inquirers, in consultation with Monthly Meeting Secretary: visitors (from guest book or drop-ins) phone inquiries and mail inquiries.

The Clerk of Visiting Committee or Friends House personnel will be the primary contacts to receive names of people to be visited or contacted.

Yonge Street HYM Coordinator:

The Coordinator represents Toronto Monthly Meetings at Half Yearly Meeting Coordinating Committee which is comprised of representatives of Monthly Meetings at Half Yearly Meeting. The Coordinator facilitates and coordinates volunteers at the Monthly Meeting to prepare food, prepare programs, organizes publicity and process registrations. The Coordinator encourages Monthly Meeting members to attend. The Coordinator keeps the Half Yearly Meeting Manual. This position is open to members and attenders.

E&OE –
RML, 23 June 2009