

Board of Directors

Capital Projects and Facilities Committee

Terms of Reference

Role

The purpose of the Capital Projects and Facilities Committee is to assist the board of directors in its oversight of the effectiveness of the management and development of the real property and physical infrastructure of St. Matthew's House.

Responsibilities

1. Reviews on a regular basis and recommend to the board any appropriate revisions to the strategic plan.
2. Reviews and recommends to the board the annual submission of the multi-year capital development plan, including the budget supporting this plan.
3. Establishes threshold criteria for capital projects requiring review by the committee such as:
 - demolition of existing buildings or infrastructure
 - new construction
 - renovation or renewal of existing facilities or infrastructure
 - acquisition or sale of real property
4. Monitors the infrastructure for upgrade or replacement, including information technology systems and infrastructure and projects aimed at achieving improved sustainability and energy usage.
5. Reviews and recommends to the board policies for the committee's review of capital projects at various stages of their development and implementation.
6. Reviews and monitors the effectiveness of actual performance to various key indicators such as building condition, space utilization, preventive maintenance, project implementation and energy management.
7. Reviews and recommends to the board policies relating to the management and development of capital projects, real property and physical infrastructure.
8. Reports to the board on the committee's activities.

Membership

The Capital Projects and Facilities Committee will consist of at least three board members, as determined by the board following the Annual General Meeting. Additional committee members may be recruited to serve on the committee with the concurrence of both the chair of the committee and the chair of the board.

The chair of the board and executive director are ex-officio members of the committee, and additional staff members may be invited as appropriate.

Meetings

The Capital Projects and Facilities Committee will meet as necessary. Meetings may be in-person, by teleconference or electronically.

Board of Directors

Capital Projects and Facilities Terms of Reference (cont'd)

Minutes

The committee shall designate a note-taker for each meeting to document key decisions, recommendations and discussions. After each meeting these minutes shall be sent to the chair of the committee who will review and, if necessary edit them, and then send them to the board chair for inclusion in the board package of the next board meeting.

Accountability

The Capital Projects and Facilities Committee is accountable to the board of directors through the chair of the committee.

Board of Directors

Capital Fund Development Committee

Terms of Reference

Role

The purpose of the Fund Development Committee is to enhance the capacity of St. Matthew's House to achieve its mission in the community by supporting its donor relations and grant application efforts related to its capital needs and goals.

Responsibilities

1. Assists with the development of resources for prospective donors.
2. Provides advice to the Chair of the board related to capital fund development matters.
3. Considers other issues and undertakes other tasks which may arise and/or be referred by the board.

Membership

The Capital Fund Development Committee will consist of at least two board members, as determined by the board following the Annual General Meeting. Additional committee members may be recruited to serve on the committee with the concurrence of both the Chair of the Committee and the Chair of the Board.

The Chair of the Board and Executive Director are ex-officio members of the committee.

Terms:

Appointed annually/renewed after the AGM.

Meetings

The Capital Fund Development Committee will meet monthly, or more frequently as needed. Meetings may be in-person, by teleconference or electronically.

Minutes

The committee shall designate a note-taker for each meeting to document key decisions, recommendations, and discussions. After each meeting these minutes shall be sent to the chair of the committee who will review and, if necessary, edit them, and then send them to the committee members and board Chair for inclusion in the board package of the next board meeting.

Accountability

The Capital Fund Development Committee is accountable to the Board of Directors through the Chair of the committee.

Board of Directors

Finance Committee

Terms of Reference

Role

The purpose of the Finance Committee is to assist the board to ensure St. Matthew's House operates in a financially prudent manner with (i) appropriate controls and checks and balances to safeguard assets and (ii) processes to identify and mitigate financial risks.

Responsibilities

4. Reviews and recommends the annual budget of the organization.
5. Monitors the organization's financial performance, policies and procedures and recommends to the board actions to address variance or arising concerns.
6. Recommends to the board the appointment of the Bank of Record and any banking arrangements that may be necessary, along with any related terms and conditions.
7. Meets with the auditors to review the organization's annual audit and any issues arising.
8. Recommends to the board the appointment of an auditor.
9. Reviews and recommends investment policies and monitors compliance and performance.
10. Recommends withdrawals from investments to support capital and/or operating needs.
11. Provides advice to the chair of the board related to financial matters.
12. Considers other issues and undertakes other tasks which may arise and/or be referred by the board.

Membership

The Finance Committee will consist of at least three board members, including the treasurer, as determined by the board following the Annual General Meeting. Additional committee members may be recruited to serve on the committee with the concurrence of both the chair of the committee and the chair of the board.

The chair of the board and executive director are ex-officio members of the committee.

Meetings

The Finance Committee will meet at least 10 times annually with additional meetings to be called as needed and at the discretion of the committee members. Meetings may be held in-person, by teleconference, or by an electronic communications platform.

Minutes

The committee shall designate a note-taker for each meeting to document key decisions, recommendations and discussions. After each meeting these minutes shall be sent to the chair of the committee who will review and, if necessary edit them, and then send them to the board chair for inclusion in the board package of the next board meeting.

Accountability

The Finance Committee is accountable to the board of directors through the chair of the committee.

Board of Directors
Fund Development Committee
Terms of Reference

Role

The purpose of the Fund Development Committee is to enhance the capacity of St. Matthew's House to achieve its mission in the community by supporting its donor relations and grant application efforts.

Responsibilities

1. Monitors SMH fund development results against historical benchmarks.
2. Recommends to the board fund development policies, and also makes recommendations for the support of individual events and initiatives directed at fund-raising.
3. Provides advice to the chair of the board with respect to fund development matters.
4. Develops, enables and maintains mechanisms for the identification, encouragement and recognition of financial and in-kind donors (personal, commercial and diocese-related).
5. Reviews applications of SMH for funding from agencies of government and from foundations. In the case of applications >\$25k, this is mandatory and for applications <\$25k , it will be at the discretion of the executive director.
6. Considers other issues and undertakes other tasks, which may arise and/or referred by the board.

Membership

The Fund Development Committee will consist of at least three board members, as determined by the board following the Annual General Meeting. Additional committee members may be recruited to serve on the committee with the concurrence of both the chair of the committee and the chair of the board.

The chair of the board and executive director are ex-officio members of the committee.

Meetings

The Fund Development Committee will meet monthly, or more frequently as needed. Meetings may be in-person, by teleconference or electronically.

Minutes

The committee shall designate a note-taker for each meeting to document key decisions, recommendations and discussions. After each meeting these minutes shall be sent to the chair of the committee who will review and, if necessary edit them, and then send them to the board chair for inclusion in the board package of the next board meeting.

Accountability

The Fund Development Committee is accountable to the board of directors through the chair of the committee.

Board of Directors
Governance Committee
Terms of Reference

Role

The purpose of the Governance Committee is to assist the board to create and maintain a healthy governance culture that reflects current governance standards and good practices.

Responsibilities

1. Monitors compliance with the organization's by-laws and board policies and government regulations related to corporate governance.
2. Undertakes a periodic review of the organization's by-laws and board policies.
3. Develops new provisions and/or amendments related to the organization's by-laws and board policies.
4. Develops and implements an inclusive recruitment and nomination process for board succession.
5. Recommends an annual slate of board members, officers and committee chairs.
6. Provides training and education for the board, including orientation for new members.
7. Facilitates a biennial self-evaluation and review of board performance.
8. Recommends to the board ways to improve its function, structure and process.
9. Provides advice to the chair of the board related to governance matters.
10. Considers other issues and undertakes other tasks which may arise and/or be referred by the board.

Membership

The Governance Committee will consist of at least three board members, as determined by the board following the Annual General Meeting. Additional committee members may be recruited to serve on the committee with the concurrence of both the chair of the committee and the chair of the board.

The chair of the board and executive director are ex-officio members of the committee.

Meetings

The Governance Committee will meet bi-monthly, or more frequently as needed. At least two months prior to the Annual General Meeting the Governance Committee will meet to review any motions that may be considered at the AGM. Meetings may be in-person, by teleconference or electronically.

Minutes

The committee shall designate a note-taker for each meeting to document key decisions, recommendations and discussions. After each meeting these minutes shall be sent to the chair of the committee who will review and, if necessary edit them, and then send them to the board chair for inclusion in the board package of the next board meeting.

Board of Directors

Governance Committee Terms of Reference (cont'd)

Accountability

The Governance Committee is accountable to the board of directors through the chair of the committee.

Board of Directors

Strategic Planning Committee

Terms of Reference

Role

The purpose of the Strategic Planning committee is to assist St. Matthew's House to proactively respond to emergent needs within the community it serves.

Responsibilities

1. Recommends to the board the timing of each new strategic planning cycle, normally at 3-5 year intervals.
2. Proposes to the board a "plan to plan," including the process to be used and the budget required.
3. Oversees the strategic planning process, ensuring the engagement of all appropriate stakeholders.
4. Monitors the implementation of the organization's strategic plan and related initiatives.
5. Reviews community development reports related to the populations and neighbourhoods the organization serves.
6. Recommends new policies and programs to the board to respond to emergent community needs.
7. Organizes periodic community engagement sessions and/or meetings with stakeholders.
8. Provides advice to the chair of the board related to the organization's strategic plan.
9. Considers other issues and undertakes other tasks which may arise and/or be referred by the board.

Membership

The Strategic Planning Committee will consist of at least three board members, as determined by the board following the Annual General Meeting. Additional committee members, who need not be board members, may be recruited to serve on the committee with the concurrence of both the chair of the committee and the chair of the board.

The chair of the board and executive director are ex-officio members of the committee.

Meetings

The Strategic Planning Committee will meet bi-monthly, or more frequently as needed. Meetings may be in-person, by teleconference or electronically.

Minutes

The committee shall designate a note-taker for each meeting to document key decisions, recommendations and discussions. After each meeting these minutes shall be sent to the chair of the committee who will review and, if necessary edit them, and then send them to the board chair for inclusion in the board package of the next board meeting.

Accountability

The Strategic Planning Committee is accountable to the board of directors through the chair of the committee.