



Steering Committee – Role Descriptions

A) CHAIR

General

The chair of OCTEVAW's Steering Committee devotes her considerable leadership ability and time to furthering the mission and goals of the coalition. Open and collaborative in her approach, she is a skilled communicator, preferably in both official languages. Her principle role is to

- provide direction and leadership to the Steering Committee
- oversee the Coalition's consistent achievement of its mission and objectives
- ensure the Steering Committee functions effectively and fulfills all of its duties, including its responsibilities for sound governance of the Coalition
- work collaboratively with the Executive of the Steering Committee and with the Executive Director in the best interests of the Coalition
- optimize the relationship between the Steering Committee and the membership of the Coalition, and between OCTEVAW and its stakeholders

Responsibilities

1. *Leadership*

- instills energy, creativity
- Identifies key goals and tasks of the Steering Committee, and develops strategies to address them
- works closely with Standing Committee chairs and assists them in the development of work plans in accordance with OCTEVAW's strategic direction
- engages other Steering Committee members, delegates well
- Manages and resolves conflict (on the Steering Committee, between Steering Committee and staff)
- encourages the best thinking and involvement of each Steering Committee member, empowering each one to give her best

2. *Conduct and Management Of Meetings*

- collaborates with the Executive Director in planning meetings of the Steering Committee and general membership, in shaping the agenda and ensuring the preparation and timely distribution of materials
- chairs meetings efficiently and effectively; begins and ends on time
- ensures follow-up to decisions taken



3. *Appointments, Hiring, Evaluation*

- ensures there is an appropriate process in place for hiring the Executive Director and for termination of employment when required
- provides direction to the Executive Director and supports her in the fulfillment of her duties
- in consultation with the members of the Personnel Sub-committee, evaluates the Executive Director's performance and sets compensation
- ensures there is a process in place and assists committees in evaluating the performance of chairs and assessing outcomes
- ensures there is a process in place for assessing the performance of the Steering Committee

4. *Legal and Fiduciary*

- acts as signing authority
- ensures compliance with the Constitution, legislation, OCTEVAW policies and any other governing documents

5. *Communication and Representation*

- develops and maintains positive relationships, establishes a climate of trust
- communicates effectively and in a timely manner with the Steering Committee, staff, and stakeholders
- acts as chief spokesperson for the Coalition with stakeholders, the public, and the media

B) VICE-CHAIR

The Vice-Chair supports the Chair of OCTEVAW in pursuing the mission and goals of the coalition and, in the event of the Chair's absence, disability or decease, performs the duties and exercises fully the responsibilities of the Chair. The Vice-Chair may assume responsibility for specific tasks or functions as determined by the Chair in consultation with her and other members of the Steering Committee. In conjunction with the Chair, the Vice-Chair ensures the bilingual leadership of the coalition and acts as a signing authority.

C) SECRETARY-TREASURER

General

The Secretary-Treasurer is responsible for ensuring the coalition has and maintains a complete set of records relating to its meetings and activities, and for supervising the general financial operations of the coalition. She gives all notices required to be given to members. In addition, she is the custodian of all books, papers, records, correspondence, contracts and other documents belonging to



OCTEVAW and has the authority to certify any documents issued by it. Along with the Chair and Vice-Chair, she acts as a signing authority for the coalition.

Responsibilities

- Ensures the taking of minutes at the Steering Committee and membership meetings and approves these for distribution
- Assures herself and is responsible for seeing that full and accurate accounts of all financial transactions of the coalition are kept in proper books of account and that all funds are deposited in the name of and to the credit of the coalition
- Acts as chief liaison with Family Services à la Famille Ottawa in relation to the financial affairs of the coalition
- Reports regularly to the Steering Committee and membership on all financial transactions and on the financial status of the Coalition
- Aside from attending meetings of the Steering Committee, other duties of the Secretary-Treasurer are to:
 1. assist in preparing the Coalition's annual budget
 2. monitor expenditures and income, as well as any contracts entered into by the coalition
 3. stay abreast of Coalition activities and be prepared to offer practical and financial advice
 4. review and, if requested, assist in the preparation of funding applications
 5. consult with the Executive Director on activities (new and old) with budgetary implications
 6. approve the expense accounts of the Chair, Executive Director and others, as appropriate
 7. submit an annual financial report and present the Treasurer's report to the membership at the Annual Membership Meeting

D) STANDING COMMITTEE CHAIRS

General

- Facilitate and ensure broad participation at Standing Committee meetings.
- Ensure meeting minutes are taken at every Standing Committee meeting.
- Monitor member's attendance at meetings.
- Ensure timely follow-up on action items assigned to members.
- Ensure appropriate meeting logistics and accessibility for members.
- Provide quarterly meeting stats to Executive Director or as required, on hours members spend on committee work, attendance, etc.
- Prepare annual Standing Committee report for OCTEVAW's Annual Report and submit to Executive Director.