



Steering Committee – Subcommittee Mandates

A) Governance and Nominations Subcommittee

- Manages the nominations and election process for OCTEVAW elections; appoints a returning officer and election assistant as required;
- Determines skills and qualifications needed to complement those of existing Steering committee members and recruits potential candidates to serve;
- Tracks and documents terms of office and assists Steering Committee to ensure an orderly (staggered) turnover of members;
- Oversee the development of orientation materials and an orientation process for new and prospective members of OCTEVAW;
- Determines professional development needs for existing and potential members of the Steering Committee who may wish (or need) to enhance their capabilities in relation to the governance of the coalition; proposes ways in which these needs can be met;
- Ensures core documents (Constitution, role descriptions, etc.) are maintained and updated as required;
- Maintains a record of governance policies, including dates of adoption and amendment;
- Advises and supports the Steering Committee in the exercise of its governance responsibilities; proposes changes/new policies as required;
- Gives written notice to members in danger of removal;
- Develops and administers a process for evaluating board performance.

B) Finance Subcommittee

- Oversees preparation of annual budget;
- Collaborates in preparation of annual grant requests and financial reports to funders;
- Receives/reviews monthly statements & quarterly reports from FSO;
- Reviews/approves all expenditures;
- Recommends policies and practices to manage risk and enhance effective stewardship of resources.

C) Human Resources Subcommittee

- Oversees performance & conducts performance review of ED;
- Ensures HR policies & practices are articulated, observed and updated as required;
- Ensures maintenance and security of accurate, up-to-date personnel records;
- Makes recommendations to Steering regarding HR issues: staffing, compensation, hiring, firing, subcontracting, etc.