

TERMS OF REFERENCE

Name:

CCAS Friends Council

Composition:

- Interested former members and other stakeholders apply to the Board for consideration.
- The Chair shall be appointed by the Board
- A Co-Chair may be elected from among the Council membership
- Maximum term limit is 2 years

Mandate:

- To provide a forum for the CCAS Board to engage stakeholders to seek feedback and/or suggestions on matters such as future strategic planning and future service delivery priorities.
- To provide advice and consultation on the future evolution of the Society's mission, vision, and values.
- To recommend to the Board on organizing information sessions and Town Halls for the local community.

Meeting:

- Meetings will be quarterly for each session (September to June)
- Meetings will be in the evenings.
- Meetings will be held virtually unless deemed to be in the best interest to have a particular meeting in person.
- Ad hoc meetings may be held as needed.

Confidentiality:

- Each member will be asked to sign a Statement of Confidentiality
- Consequences to breaching confidentiality could lead to the immediate expulsion of member responsible for the breach.
- Repetitive breaches of confidentiality by the membership overall, could lead to the disbandment of the committee since it could be an indication of no trust or no desire to work within the parameters of this council in an honest, transparent, and productive manner.

Version No.	Date of Review	Review/Revision Description	Committee Approval Date	Board Approval Date
V1	May 9, 2024	Creation of ToR	May 9, 2024	May 21, 2024
V2	November 2024	Review of ToR		NA
V3	November 2025	Review and Updates of ToR	November 5, 2025	NA
V4	March 26, 2026	Review and Updates of ToR	March 26, 2026	NA
V5				
V6				
V7				
V8				
V9				
V10				