

# Grants and Community Initiatives Advisory Committees Terms of Reference

## I. MANDATE

The mandate of the Advisory Committees is to support the Grants and Community Initiatives Committee of the Board oversee granting in the Youth, Partnerships, and Field of Interest Programs of the Grants and Community Initiatives (GCI) department.

## II. RESPONSIBILITIES

- A. Provide observations, updates, and advice on current and emerging community trends and developments that may be relevant to Vancouver Foundation's strategies, planning, execution and learning related to grants and community initiatives.
- B. As applicable, review and make recommendations regarding the grant applications received by Vancouver Foundation within the respective Programs, taking into consideration the budget allocated to each Program.
- C. Propose potential Advisory Committee members to the Vice-President or Program Director from the Grants and Community Initiatives department, with a view to ensuring that Vancouver Foundation's grant-making is community informed and inclusive of a diversity of people's experiences, expertise, knowledge and perspectives.
- D. Participate, as appropriate and desired, in pre- and post-granting or community initiatives activities (e.g. review of reports, site visits, Program events, Advisors Gathering, etc.).
- E. Act as ambassadors within the community, raising awareness and understanding of Vancouver Foundation.
- F. Review other information as requested by the Grants and Community Initiatives Committee.

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### III. FUNCTIONING

#### A. Creation

- i. Advisory Committees are established by and report to the Grants and Community Initiatives Committee, a standing committee of the Vancouver Foundation Board. The Grants and Community Initiatives Committee provides reports on Advisory Committee deliberations and grant recommendations to the Board of Directors.

#### B. Membership

- i. There are four Advisory Committees: Youth, Partnerships, Systems Change, and Participatory Action Research. The latter two are part of the Field of Interest Program.
- ii. Chairs of Youth, Partnerships, and the Participatory Action Research Advisory Committees are appointed annually by the Board, on the recommendation of the Governance and Human Resources Committee. Chairs serve for a term of one year, which can be renewed each year for as long as the Chair is a member of the Board.
- iii. The Chair of the Systems Change Advisory Committee is not designated; rather, a pool of members of the Grants and Community Initiatives Committee rotate chairing responsibilities, as determined by their availability and the frequency of granting meetings. As above, members to this pool are appointed annually by the Board, on the recommendation of the Governance and Human Resources Committee, with terms and renewal the same as those of designated chairs.
- iv. Each Advisory Committee that makes recommendations about grants must be chaired by a Board Director who serves on the Grants and Community Initiatives Committee. The Chair does not vote at Advisory Committee meetings unless there is a tie on any vote or a vote is required for quorum. In this case, the Chair of the Committee is entitled to one vote.
- v. The Youth, Partnerships, and Participatory Action Research Advisory Committees will be composed of no less than 10 and not more than 15 members, who are informed and/or expert within a given Program or Research Field. The Systems Change Advisory Committee draws from a larger pool of Field of Interest Advisors (see section C-iv below). As a group, each Advisory Committee comprises a cross-section of representation (i.e., from a range of sectors) and from across the province. Representation should come from the private, non-profit and public sectors.
- vi. The Chair of the Board and the President and CEO are ex-officio, non-voting members of Advisory Committees.
- vii. Members of Advisory Committees are approved by the Grants and Community Initiatives Committee, with names provided to the Governance and Human Resources Committee and the Board, for information.

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- viii. Members serve a three-year term, unless they are members of an Advisory Committee established for a time-limited initiative or purpose with a specified duration. Membership may be renewed once for a total of six years. Membership renewal is determined through discussion with the Advisory Committee member and Program staff, and approved by the GCI Committee.
- ix. Potential Advisory Committee members may be proposed to the Grants and Community Initiatives Committee by current members of the Advisory Committees, by staff of Vancouver Foundation, or by members of the Board of Directors.
- x. Membership terms will be staggered to allow for continuance of experience on the Advisory Committee. Under exceptional circumstances, the Advisory Committee Chair and staff may recommend an extension of up to one year for a member's term to support the continuity of Advisory Committee work. Member extensions are approved by the Grants and Community Initiatives Committee.
- xi. After serving a second term, Advisors may be considered for additional terms in future, provided it has been three years since they served on the Committee.
- xii. Reviewers external to Vancouver Foundation's pool of Volunteer Advisors can be included in review panels (to provide specialized expertise) as long as the number of external reviewers is not larger than the number of Advisors on any panel.
- xiii. A Program Director from the Grants and Community Initiatives department of Vancouver Foundation acts as the primary staff to each Advisory Committee. The Vice President of Grants and Community Initiatives lends secondary support to Advisory Committees, as needed.

### C. Meetings

- i. Agenda and Preparation
  - Meeting agendas are prepared by Program staff, in consultation with the Chair of the Advisory Committee. Materials for Advisory Committee meetings, including the agenda and grant applications, will be circulated at least three weeks in advance of the scheduled granting meetings.
- ii. Frequency
  - There shall be at least one meeting per year of each Advisory Committee.
- iii. Form of Meeting
  - An Advisory Committee member is present at the meeting if the Advisory Committee Member is physically present at the location of the meeting or if the Advisory Committee member is participating in the meeting by teleconference.

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- iv. **Quorum**
    - A quorum shall be not less than 50% of the members of the Advisory Committee and shall include at least one member of the Grants and Community Initiatives Committee acting as chair, or an alternate from the Board of Directors. In the case of the Systems Change Advisory Committee - which 1) draws from a pool of Field of Interest Advisors with diverse expertise, and 2) issues meeting invitations tailored to the focus of projects being assessed - quorum shall be not less than seven members.
    - Should quorum not be reached, the Chair of the Advisory Committee may determine if community input from members present is sufficient to take forward the grant recommendations to the Grants and Community Initiatives Committee.
  - v. **Calculation of Votes**
    - All Advisors have one vote. A majority vote of Advisory Committee members present decides recommendations during a meeting. Should the vote result in a tie, the Chair of the Advisory Committee will cast the deciding vote.
  - vi. **Attendance**
    - Advisory Committee members must not miss more than two consecutive granting meetings or they will be asked to re-examine their availability for Advisory Committee work.
- D. **Conflict of Interest**
- i. Advisory Committee members are required to abide by the Vancouver Foundation's Advisory Committee *Conflict of Interest Policy* and to complete the declaration of potential conflicts. As such, Advisory Committee members are required to declare and absent themselves from any grant decisions at the Advisory Committee meeting in which they have a real or perceived conflict.
- E. **Confidentiality**
- i. Advisory Committee members are required to abide by the Vancouver Foundation's Advisory Committee *Confidentiality Policy* and will maintain confidentiality regarding all business of the Advisory Committee, including but not limited to deliberations, documentation and minutes.
- F. **Documentation and Reporting**
- i. **Terms of Reference**
    - The Grants and Community Initiatives Committee approves the Terms of Reference for Advisory Committees.

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## Advisory Committees Terms of Reference

- The approved Terms of Reference for Advisory Committees are made available to members of Advisory Committees, the Board of Directors (through the Governance and HR Committee), management, and staff. The Terms of Reference are posted on Vancouver Foundation's website, as are the names of Advisors and short, biographical information to promote transparency in community.
  - ii. Minutes
    - Staff is responsible for recording the minutes of the meeting for review by the Advisory Committee Chair prior to approval by the Advisory Committee. The minutes (draft or approved, depending on timing) are provided for information at the subsequent meeting of the Board of Directors. A copy of the approved Minutes is kept in the administrative office and is signed by the Minute Recorder and the Chair of the respective Advisory Committee. A report of the meeting is posted on Vancouver Foundation's website.
  - iii. Reports to the Board of Directors
    - Chairs of each Advisory Committee are responsible for submitting to the Board of Directors, through the Grants and Community Initiatives Committee, a report of recommendations.
    - As appropriate, the report will include:
      - The list of grants reviewed, grants recommended, and grants approved noting the value of the grant. The report will be submitted at least once per year;
      - Recommendations for approval of grants over \$100,000.
  - iv. Reports to the President and CEO
    - Advisory Committee Chairs are responsible for submitting recommendations for approval of grants between \$20,000 and \$100,000 to the President and CEO.
- G. Committee Effectiveness
- i. Annual Priorities and Schedule
    - Advisory Committees are encouraged to hold annual planning meetings to discuss the priorities and responsibility within their terms of reference.
  - ii. Evaluation
    - Advisory Committees will review performance on priorities and report to the Grants and Community Initiatives Committee, and/or Board of Directors on this review annually.
    - Evaluation and Learning reports on granting programs or annual learning themes will be shared with all Advisory Committee members, in addition to the Grants and Community Initiatives Committee and the Board of Directors.