

Preamble:

An outline of the mandate for each of the Standing and Ad-Hoc Committees for the Organization.

Policy Statement:

All Standing and Ad-Hoc Committees of the Organization must have a clear mandate which outlines their purpose, makeup and authority.

Procedures:

Ex Officio

The President will be an ex officio member of all standing and ad-hoc committees of the Organization with full voting privileges. The President, unless an official member of a Committee, will not count towards quorum.

Standing Committees

Executive Committee

Purpose

Act on behalf of the Board of Directors on time sensitive matters that require Board approval.

Members

- Four members total.
- Chair is the President.
- Other committee members consist of:
 - The Senior Vice-President.
 - One Operations Director.
 - One Governance Director.

Authority/Responsibility

- Execute the power of the Board of Directors with the exception of appointing or removing Board Members or Coordinators.

CA-02-005

By-Law and Policy Committee

Purpose

To review and approve By-Law amendments, policies and governance related matters for the Organization.

Members

- Without other direction from the Board of Directors the Chair will be the Vice-President, Governance.
- Committee members consist of Board Members and interested Coordinators.

Authority/Responsibility

- Review and approve By-Law amendments before being reviewed by the Board of Directors for final approval.
- Review and approve new and amended Organization policies before being reviewed by the Board of Directors for final approval.
- Review and approve governance related matters before being reviewed by the Board of Directors for final approval such as:
 - Organization chart amendments
 - Committee charter amendments

Finance Committee

Purpose

To provide financial oversight for the Organization, recommend financial policies, goals, and budgets that support the mission, values, and strategic goals of the organization. The committee also reviews the organization's financial performance against its goals and proposes major transactions and programs to the board.

Members

- Without other direction from the Board of Directors the Chair will be the Vice-President, Finance.
- Committee members consist of Board Members and interested Coordinators.

Authority/Responsibility

- Final approval of above-budget expenditures between \$500 - \$999.
- Review and approval of above-budget expenditures over \$999 before being reviewed by the Board of Directors for final approval.
- Review and approval of the annual operating budget before being reviewed by the Board of Directors for final approval.

- Review and approval every quarter physical supporting documentations for all financial transactions.

Audit Committee

Purpose

To act on behalf of the governing board and oversee all material aspects of the organization's financial reporting, internal control and audit functions, except those specifically related to the responsibilities of another standing committee of the board. The audit committee's role includes a particular focus on the qualitative aspects of financial reporting and on organization processes for the management of business/financial risk and for compliance with significant applicable legal, ethical and regulatory requirements.

Members

- Four members total.
- The Board of Directors will appoint a non-Managing Member as the Chair.
- Other committee members consist of:
 - One Operations Director
 - One Governance Director
 - One Coordinator
- Any member of the President or Finance Division cannot be a member of the Audit Committee

Authority/Responsibility

- Review the Organizations financial books, account and document and ensure proper accounting standards and internal financial policies are being followed.
- Oversees the organization's internal controls, including management's compliance with applicable policies and procedures and risk management.
- Oversee and monitor the integrity of the Organization's accounting and financial reporting processes, financial statements and system of internal controls regarding accounting and financial reporting and accounting compliance.
- When necessary, recommend the selection of the external auditors for approval by the Board of Directors.
- Produce the annual Audit Report which outlines audit findings and recommendations.

Ad-Hoc Committees

Santa Claus Parade Planning Committee

Purpose

To plan and organize the Organizations annual Santa Claus Parade entry.

Members

- Chair is appointed by the Board of Directors.

CA-02-005

- Committee members consist of Board Members and interested Coordinators.

Authority/Responsibility

- Register the Organizations entry with the Santa Claus Parade organizing committee.
- Ensure the Organizations entries is following all applicable rules and required procedures.
- Manage the Santa Claus Parade entry budget.
- Recruit interested individuals in taking part in the parade.
- Plan and design the entry.

Community Event Review Committee

Purpose

To review and grant official community event status to community events.

Members

- Four members total.
- Without other direction from the Board of Directors the Chair will be the Community Relations Director.
- Committee members consist of Board Members and interested Coordinators.

Authority/Responsibility

- Review community event applications.
- Meet with community event organizers to review submitted application.
- Vote on whether to grant the community event official status.

Gala Planning Committee

Purpose

To plan and execute the Organizations annual Gala.

Members

- Chair is appointed by the Board of Directors.
- Committee members consist of Board Members and interested Coordinators.

Authority/Responsibility

- Ensure the Gala is executed in a safe and financially viable manner.
- Manage the Gala's operating budget.
- Plan and order all necessary supplies.
- Ensure required labor needs of the event are met.
- Plan and design the Gala's content.

30th Anniversary Planning Committee*Purpose*

To plan and execute special programming for Pride Winnipeg's 30th Anniversary in 2017.

Members

- Chair is appointed by the Board of Directors.
- Ten members total.
- Committee members consist of:
 - Vice-President, Finance
 - Vice-President, Governance
 - Vice-President, Programming
 - Vice-President, Marketing
 - Vice-President, Stakeholder Relations
 - Five external members

Authority/Responsibility

- Review proposed plans for 30th Anniversary special programming.
- Select special programming plans and develop an operation plan.
- Propose special programming operation plan to Board of Directors no later than October 1, 2016.
- Execute approved special programming operation plan including the planning, execution, operation and review of all special programming initiatives.

VERSION NUMBER	APPROVED BY BY-LAW AND POLICY COMMITTEE	APPROVED BY BOARD OF DIRECTORS
2.0	2016-01-14	2016-01-19