

## Richmond Poverty Reduction Coalition Network Terms of Reference

### Vision:

A coalition of Richmond residents and other agencies working together to reduce poverty and the impacts of poverty with research, projects and public education.

### Purpose:

The Richmond Poverty Reduction Coalition Network (RPRCN) provides guidance to the Board in the ongoing work of the RPRC, any subcommittees, groups or projects. This guidance could include input on all phases and activities from planning, development and implementation through to report writing and follow up for activities of the RPRC in Richmond, British Columbia.

### Role:

The Network will:

- (a) Identify the factors in society that lead to poverty and develop action plans to relieve their effect.
- (b) Ensure proper interaction with the City of Richmond.
- (c) Ensure activities of the RPRC meet all requirements of the BC Societies Act, BC Lobbying Act, BC Personal Information Protection Act, Canada Revenue Agency charitable status and any other applicable BC or Canadian statutes.

### Membership:

Members of the RPRCN will include:

1. President of the RPRC	De Whalen (Chair)
2. Vice President of the RPRC	Vacant
3. Secretary of the RPRC	Lynne Fader
4. Treasurer of the RPRC	John Roeder
5. Membership Chair of the RPRC	Deborah Turner
6. Any other members of the RPRC board	As appropriate

7. Members of the RPRC in good standing in accordance with its constitution and bylaws

All approved members of RPRC

Other individuals/organizations may attend a meeting of the RPRCN as an observer or to give a presentation by invitation of the President or their representative with prior approval in accordance with the policy on guests. Entities who grant funding to the RPRC may send a permanent observer to RPRCN meetings. Permanent observers provide advice and share information but do not participate in the decision making process.

The RPRC Network will be supported by:

1. RPRC Webmaster
2. RPRC Communications
3. RPRC Project Lead
4. RPRC Project Administrator
5. Any other staff or contractors

### **Responsibilities of Members:**

- Be present at meetings, prepared for informed discussion around agenda items
- Share ideas and insights to facilitate the planning of the poverty reduction strategy in Richmond
- Promote the interests and vision of Richmond Poverty Reduction Coalition
- Members of the Network who represent a member organization are accountable to their home agency but agree to fully participate in efforts to reduce poverty in Richmond, British Columbia
- Members of the Network must be familiar with and follow all provisions of the constitution and bylaws of the RPRC

### **Governance and Decision Making:**

- The RPRC Network provides guidance to the RPRC board
- The RPRCN aims to operate by consensus. Consensus is achieved when everyone accepts and supports a decision and understands how it was reached. In meetings where significant decisions are to be made, all members will be notified and encouraged to attend.
- Members are responsible for raising issues of concern prior to committing to final decisions

- In the event of disagreement or divergences of views, members will at all times make best efforts to conduct themselves in a respectful manner
- If consensus cannot be achieved, and the issue is time sensitive, the Board may act in accordance with their majority vote
- In June 2022, RPRCN unanimously agreed to adopt the Richmond Community Protocol: *Responding to Racism and Hate*, and as a result will endeavour to conduct all activities in accordance with this protocol
- For issues of a statutory nature the Board must follow the laws of Canada, British Columbia and the City of Richmond

### **Committee Structure:**

Permanent committees may form to study and inform others, including the public, about any policy areas that contribute to people living with poverty plus potential resolutions. Terms of reference for the committee are to be developed by its members and approved by the board within 6 weeks of the committee forming. Any amendment to the committee terms of reference must be approved prior to adoption. Only members of RPRC may participate in decision making and work of committees. Committees are to meet regularly and report any plans at Network meetings. From time-to-time, guests may be invited to provide advice or information to a committee, in accordance with the RPRC policy on guests. At the time these terms of reference were drafted the housing committee was the only one in existence.

### **Confidentiality:**

All materials produced by and presented to the Network are the property of the RPRC, unless they originate from an outside agency and are communicated for the purposes of informing the RPRC. Any communications that are for the general public will be clearly identified as such and must be approved by the board in accordance with communications policies.

### **Meetings:**

- Meetings will be held monthly, except during the months of July and August, or at the call of the Chair. Meeting frequency will be reviewed on an annual basis.
- The President of the RPRC, or designate, will create the agenda.
- The President of the RPRC will preside over meetings or designate a chair for a particular meeting.
- The minutes and records of the Network will be recorded and maintained by the RPRC Secretary, or designate, and distributed to all members.

The Terms of Reference will be reviewed every 2 years.

Signed - *original signed by Deirdre Whalen*

Date - *January 9, 2023*

President RPRC

Signed - *original signed by John Roeder*

Date - *9 Jan 2023*

Treasurer RPRC

Signed - *original signed by Lynne Fader*

Date - *Jan 9, 2023*

Secretary RPRC