

Make Poverty History Manitoba

Terms of Reference – approved October 12, 2017

Purpose: The purpose of Make Poverty History Manitoba (MPHM) is to provide a central coalition of agencies and individuals working for the elimination of poverty in Manitoba.

Vision: A Manitoba without poverty.

Mission: To change public policy to achieve a Manitoba without poverty. Objectives:

1. To create a strong, politically non-partisan and provincial coalition and movement, representative of all sectors of society, in support of achieving a Manitoba without poverty.
2. To promote the development and implementation of adequately resourced, comprehensive and effective anti-poverty plans at all levels of government based on the principle of social inclusion, with targets and timelines for outcomes.
3. To make poverty elimination a top societal priority.
4. To work in cooperation with and support relevant national campaigns to end poverty.

To achieve these objectives we will:

1. Consult broadly
2. Gather research
3. Develop policy recommendations for eliminating poverty
4. Advocate for policy change with and on behalf of those living in poverty
5. Generate publicity and public awareness on the impact that poverty has on everyone and on solutions for ending poverty.
6. Mobilize Manitobans in support of poverty elimination

Participation:

MPHM is a multi-sectoral collaborative coalition. Participation is open and free to any individuals and organizations that support the mission

and goals of MPHM. Both individuals and organizations may participate either as supporters and/or members. Both supporters and members will get notices of meetings and events, and meetings will be open to the participation of any who want to attend.

Supporters

Supporters may contribute financially, sign on to e-mail lists, or endorse campaigns. Supporters can participate at quarterly general meetings in a non-voting capacity. In the case of both individual and organizational supporters, at least one contact address, phone number or e-mail address will be kept on file to ensure they are kept up to date on the activities of Make Poverty History Manitoba.

Members

Members can fully participate in governance-related activities. Members may contribute financially, sign on to e-mail lists, or endorse campaigns. Only members in good standing are eligible to vote at general meetings. Members in good standing can also run for positions on the steering committee.

Membership is at no cost. The steering committee will develop a membership agreement by which supporting organizations and individuals may become members. Members may remain members until they confirm their intention to withdraw their membership or are otherwise removed. Members will receive an annual notification by email that their membership is up for renewal. Members who so request will be removed from the membership list.

Elected officials are not eligible to be members of Make Poverty History Manitoba, but are welcome to join as supporters.

Removal of Members

The steering committee has the authority to suspend or expel any member if it feels that the member is obstructing the collective action of the coalition or acting contrary to the purpose or mission of Make Poverty History Manitoba. A member may appeal such a decision to the next meeting of the steering committee, which shall consider their request to be re-instated.

Steering Committee

Composition

Steering Committee (SC): The steering committee will be composed of seven to eleven members or their organizational representatives, including: between four and eight organizational members, and between three and five individual members. We will prioritize having a steering committee membership with representation including women, labour, Indigenous peoples, newcomers, persons with disabilities, food security, policy development organizations, and students.

Role of Steering Committee

The Steering Committee will communicate and implement the vision, mission, and objectives of MPHMAN on behalf of the coalition.

Steering Committee members will attend monthly meetings and carry out the work and decision making of MPHMAN between monthly meetings.

Decision making at steering committee

Steering committee decisions will be made by consensus. A consensus policy will be adopted and appended to the terms of reference¹. Partner organizations and steering committee members will endeavor to accommodate each other and limit blocking decisions which have majority support except in cases where the decision runs counter to their organizational objectives or individual values.

Officers

The Steering Committee will select a chair and a treasurer. As it sees fit, the Steering Committee may select other officers including a secretary, and a co-chair.

Chair

The chair is the primary spokesperson for the coalition, except in cases where the steering committee decides on an alternate spokesperson.

The chair is responsible for setting meetings and agendas for both quarterly general meetings and steering committee meetings. The term of the chair is renewable every two years.

Steering Committee meetings

The Steering Committee makes decisions on the following:

- Strategy for MPHM campaigns, responding to government and logistics
- MPHM rapid response documents and positions (If a decision is required between meetings emails may be used)
- Partnering on campaigns led by other groups
- Approving MPHM annual budget and year-end actuals
- The minutes from monthly meetings will go out to the Steering Committee as well as to supporters and members who request them.

Election of Steering Committee

Steering committee members will be elected at the first general meeting of the fiscal year by the general membership.

Terms of steering committee members will be two years. After two years, the term may be renewed, without restriction on the number of renewal periods.

If a position on the steering committee is vacant, the steering committee may appoint an eligible member to the position.

Confirmation of that appointment will be made by a vote of the general members at the subsequent quarterly meeting. Steering committee members appointed and elected mid-year will have their terms come for renewal at the same time as those elected at the start of the year.

Nominating Committee

A nominating committee will be formed three months prior to the first general meeting of the fiscal year to solicit and select potential candidates for election. Other members in good standing may put their names forward by giving notice to the chair at least 14 days ahead of the election meeting. Notice of elections, including names of all

eligible candidates, shall be given to members 14 days ahead of the meeting.

Responsibility of the Steering Committee

Steering Committee members are expected to attend monthly meetings. If SC members cannot attend, they are asked to send regrets. Steering Committee members who miss more than two consecutive meetings will be contacted by the Chair to receive notification that they will be asked to step down if they do not attend the subsequent meeting. Special circumstances for missed meetings will be taken into consideration by the Chair.

Removal from steering committee

If an organization rescinds its membership in Make Poverty History Manitoba, its representative will be required to resign from the steering committee.

As above, a Steering Committee member may also be removed for failure to attend meetings.

Steering committee members may resign by giving the chair written notice.

In addition, the steering committee as a whole may remove a steering committee member if it feels that the member is obstructing the collective action of the committee or acting contrary to the purpose or mission of Make Poverty History Manitoba. In which case, notice will be given to the steering committee member 14 days ahead of the meeting, and will be given the opportunity to present their position.

Removal requires at least three quarters vote of the steering committee.

Steering committee quorum

Quorum for steering committee meetings will be 50 per cent plus one.

General members meetings

MPHM will hold between one and four general meetings per year. Individual and organizational supporters and members are invited.

These meetings are for sharing information and soliciting input from supporters on MPHM priorities and campaigns.

Members will receive notice of meetings 30 days in advance.

Quorum

Quorum shall be the lesser of 15 members, or 50 percent plus 1 of members.

General members meetings areas of decision making:

Decisions to endorse new policy position(s) or campaign(s) led by MPHM are made at general members meetings. Input will be sought as to strategy and content.

The general members meeting will approve changes to the terms of reference.

The first meeting of the each fiscal year will receive a financial update and elect steering committee members.

The general members meeting is also responsible for electing new steering committee members (as above).

Each individual and organizational member is entitled to one vote at the meeting.

Decisions made by the general membership will require at least 2/3 support, except in the case of elections of steering committee members, in which case a simple majority is sufficient.

Decisions made by Make Poverty History Manitoba do not bind individual or organizational members to those decisions.

Working Groups

The Steering Committee may form ad hoc Working Groups as required. The Working Groups will include at least two Steering Committee members and may include other members or supporters. Working Groups make recommendations to the Steering Committee and general membership meetings on major policy decisions, for decisions as per the parameters for areas of decision-making above.

Fiscal year

The fiscal year runs from May 1 to April 30 of each year.

Communications and Branding: The MPH M name brand and logo will be used to demonstrate the shared vision, mandate and goals of the coalition. Administration and activities may be taken on by different agencies or individuals, but with the common brand to provide clarity about the coalition's strength and support. Decisions regarding use of the MPH M brand and logo will be made or approved by the Steering Committee.

ⁱ Consensus Decision Making: For the purposes of MPH M steering committee, a four level consensus decision making process will be applied:

- 1) Endorse: implies full support for a proposal
- 2) Accept with reservations: generally support the proposal but concerns will be registered and recorded. There may be an opportunity to re-examine and revise at a future date.
- 3) Stand aside: do not support, but willing to let the proposal continue with opposition recorded.
- 4) Block: Strongly do not support. Blocking implies that if the proposal went ahead, the member would be forced to consider leaving the coalition.