

## 25<sup>th</sup> Anniversary Planning Committee Terms of Reference

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### 1.0 Preamble

- 1.1 LEAF's 25<sup>th</sup> anniversary is April 17, 2010. The Board of Directors wishes to capitalize on this milestone with a series of events that will showcase the history of LEAF, create education and awareness raising opportunities for the organization and its work, and be a vehicle for fundraising.

### 2.0 Mandate

- 2.1 The 25<sup>th</sup> Anniversary Committee (LEAF25) will develop, oversee and, where appropriate, support of staff and other volunteers in the implementation of an approved plan for LEAF's 25<sup>th</sup> Anniversary celebrations.

### 3.0 Membership

- 3.1 LEAF25 shall be comprised of up to three members of the Board of Directors, the Directors of Fund Development, Communications and Branch Relations; and the Executive Director or her designation; no less than two branch representatives, two members of LEAF's Alumni and two members of committees who are not also represented by members of the board or staff. The committee shall be chaired by a member who is not also on the board or staff.
- 3.2 Quorum for the conduct of business at any meeting is a majority of the members of LEAF 25, not including those who are on leave, have resigned, or have been removed, but have not yet been replaced.
- 3.3 All members of LEAF 25 must have ready access to the Internet since it is the principal means of organizing and transmitting documents, and the committee may be called upon to deal with urgent, complex matters.
- 3.4 Members of LEAF 25 shall serve for two years or until the next AGM, in the case of replacement members appointed by the Board of Directors.
- 3.5 If a member of LEAF25 resigns, the chairperson shall notify the Board of Directors, who may request that the NC propose a replacement to be appointed, as provided earlier in this manual.

3.6 If a member of LEAF25 is absent for three consecutive meetings without providing written notice, that member may be removed by vote of the committee, in which case the chairperson shall notify the Board of Directors, who may request that the NC propose a replacement to be appointed, as provided earlier in this manual.

#### **4.0 Reporting**

4.1 LEAF 25 reports to the Board of Directors and is subject to the decisions of the Board.

4.2 The Chair of LEAF25 shall provide written reports on the activities of the committee for each Board meeting and, at the Board's request, shall attend Boards meetings for the purposes of reporting.

4.3 Minutes shall be taken at each meeting of LEAF25 and shall be distributed to LEAF25 members, the staff liaison, the executive director (if different than the staff liaison), and the chairperson of the Board of Directors for distribution to the Board of Directors.

#### **5.0 Frequency of Meetings**

5.1 Members of LEAF 25 are expected to be available for the equivalent of one two-hour teleconference every three months, plus some time for work that may be assigned between meetings. The committee may meet more frequently, or in person, as needed at the discretion of the chairperson.

#### **6.0 Staff Liaison**

6.1 The executive director or her delegate will act as staff liaison. The executive director is also an ex-officio member of every committee.

6.2 Neither the executive director nor the staff liaison is a voting member of LEAF 25, and neither count towards quorum.

#### **7.0 Operating Budget**

7.1 The Board of Directors shall allocate such funds as necessary to carry out the work of the committee, as resources permit.

7.2 LEAF 25 shall be informed of its budget, and the chairperson shall monitor the committee's expenditures in consultation with the executive director.