

LEAF Volunteer Recruitment Supplementary Information

The following provides only an overview of LEAF Board and committee functions and is neither exhaustive nor final. Time commitments will vary depending on the work of the Board and committees. On average, meetings are held once per month by teleconference with one or two weekend in-person meetings per year (most have been held in Toronto). Programming and case committees may meet more frequently.

Board and committee members will be required to maintain membership in their nearest LEAF branch. Annual membership dues vary from branch to branch, with a range of \$10 to \$45.

Board of Directors

- governs in the best interest of the Corporation;
- sets policy, establishes organizational priorities through a strategic plan,
- adopts organizational positions, engages in fund development, hires and monitors the work of the Executive Director; and
- is accountable to members, funders, community and other key stakeholders.

Committees

- All committees are standing bodies of the Board
- Chairs of the Education Program Committee, Fund Development Committee, Governance Committee, Law Program Committee and Program Development Committee are to be Board members. The Chair of the Nominating committee need not be a member of the Board
- Committees may include regional representation as appropriate
- The Executive Director is an ex-officio member of all committees

Education Program Committee (EPC)

- develops and guides national legal education initiatives in accordance with the strategic plan for LEAF
- oversees education and/or community development work undertaken by LEAF at the national level
- consults and collaborates with branches on local education initiatives

Fund Development Committee (FDC)

- develops and recommends policy and fundraising initiatives within LEAF including, but not limited to, direct mail, breakfasts, grants, campaigns;
- works with branches on national fundraising initiatives

Governance Committee (GC)

- facilitates the smooth functioning of LEAF by ensuring policies, practices and other mechanisms are in compliance with external legal instruments, by-laws and internal policies
- ensures the continued development of the Board as a whole
- responsible for personnel, strategic planning, and other administrative matters related to the governance of LEAF

Law Program Committee (LPC)

- oversees litigation undertaken at the national level including research and case development
- undertakes law reform or legal projects at the national level
- monitors and gives input to law reform or policy projects undertaken by Branches
- supports legal education initiatives

Nominating Committee (NC)

- recruits candidates for the LEAF Board and committees
- screens candidates
- prepares and submits nominating report to the Board and membership
- tracks Board and committee terms, identifying vacancies

Program Development Committee (PDC)

- reviews proposals for programming initiatives from Branches, internal committees and external organizations
- ensures that programming activities are consistent with LEAF's strategic plan
- facilitates collaboration and integration of LEAF's litigation, law reform and education work