

PWYP-Canada Steering Committee

Roles and Responsibilities

The central role of the steering committee is to provide direction and advice to PWYP-Canada staff on strategic planning, coalition governance and management, and funding. The Steering Committee will support long-term strategic planning and monitor progress towards long-term goals. In addition, the Steering Committee agrees to support the director and other staff to review coalition governance and address any challenges that may arise. The Steering Committee is also responsible for helping PWYP-Canada's director secure the necessary funds to actively fulfill his/her mandate. This can include helping to identify potential donors and reaching out to member organizations to encourage them to provide financial support, amongst other things. The steering committee will also contribute to the performance evaluation of the PWYP-Canada director. In the event that PWYP-Canada is required to hire a new director, the Steering Committee is responsible for ensuring that a transparent process is established.

Composition and Tenure

- The Steering Committee will be composed of five individuals, the majority of which will be representatives of member organizations. If the Committee includes an external representative, this candidate should have a strong interest and stake in PWYP International mission and PWYP-Canada's platform. Of the five members of the steering committee no more than two should be a significant funders (providing more than 25% of PWYP-Canada's funding).
- Every two years the composition of the Steering Committee will be reviewed. Members can step down from the Steering Committee at any time.
- When a space opens on the Steering Committee, PWYP-Canada will publicize it to the membership. Organizations interested in participating in the Steering Committee can self-identify, in addition, the Committee can nominate a potential candidate. Where there is more than one candidate interested in the position, the Steering Committee members will discuss this with the potential candidates and find a consensus on who should assume the position.

Meetings

The PWYP-Canada Steering Committee agrees to meet via telephone, or where possible, in-person 3 times annually in September, January and March (December/June), and more frequently when needed. A Steering Committee meeting will be considered to have met quorum if three members are present, however, efforts should be made to ensure full attendance. Minutes will be taken throughout the meeting and shared with the Committee. A summary of these minutes will also be circulated to the PWYP-Canada membership.