



ARROWSMITH COMMUNITY JUSTICE SOCIETY

Committee Mandates

Adopted: 14 Oct 2014

Reviewed: 10 Aug 2021

GUIDING PRINCIPLES:

The following shall be standing committees of the Arrowsmith Community Justice Society (ACJS), unless otherwise stated as being ad hoc. All activities of the Committee shall be congruent with the values, philosophy, beliefs and practices of ACJS. It is expected that the committee will continue the practice of shared learning, experiential learning and shared leadership.

1. Evaluation Committee

The Evaluation Committee will develop and implement procedure for evaluating:

- a) Shall be an ad hoc committee
- b) The individual processes for content and effectiveness
- c) The ACJS Program Coordinator
- d) The function of the Board of Directors
- e) The volunteers of the ACJS Society

2. Policy & Procedure Committee

The Policy & Procedure Committee shall:

- a) Develop policy and procedure for all aspects of ACJS
- b) Develop code of ethics
- c) Review policies, constitution and bylaws every three (3) years
- d) Maintain electronic copies of policy and procedure and make it available on the ACJS website

3. Public Relations Committee

It is understood that continuity of information is important and that the information shared must be monitored for content and privacy concerns. To accomplish this all media contact and public speaking engagements will be processed through this committee.

The Public Relations Committee shall:

- a) Be the conduit for media releases for the purpose of increasing public awareness of the program in the community
- b) Arrange for public speaking engagements upon request
- c) Keep political and financial partners informed as requested
- d) Approve or assist members of the organization when they are asked to speak to the press directly

4. Nomination Committee

The Nomination committee shall:

- a) Be an ad hoc committee
- b) Be struck in July to September if required
- c) Approach community members and/or society members that meet the criteria outlined in the Directors job description (P&P 03.1)
- d) Meet with and give information to prospective Board Members
- e) Present a slate of officers for election at the Annual General Meeting (AGM) to the Board prior to the AGM
- f) Conduct the election process at the AGM as outlined. If there is no Nomination Committee struck, this will become the job of the Chairperson.
 - i. Present a slate of names to the membership for vacant board positions identifying them as:
 - a) Those directors that have one year left in their two year term
 - b) Those named for election to a two year term
 - c) Those appointed since the last AGM for ratification
 - ii. Ask for nominations from the floor
 - iii. When names listed are equal to or less than the positions open, the election will be by acclamation as a whole slate [Bylaw 25(a)]
 - iv. When more names are listed than positions open, a vote by ballot shall be held. [Bylaw 25(2)]
 - a) All names will be listed on the ballot with the allotted number of positions open being the maximum number of names to be checked. A count will determine **those** elected and announcement will be made prior to the end of the meeting

5. Recruitment & Selection Committee

The Recruitment and Selection Committee shall:

- a) Define and document the core set of skills for each volunteer position
- b) Ensure that a standard selection process is followed for all candidates that will include a set of interview questions that can be used to explore the suitability of the candidate
- c) Develop a package to be given to each prospective volunteer as a prelude to acceptance into the organization
- d) The ACJS Coordinator shall be part of this committee as they must work directly with and supervise the volunteers
- e) See P&P 6.0

6. Debriefing Committee

The Debriefing Committee shall:

- a) Meet with conference team members, as required, where they can freely discuss the case concerned. The intent is to review how the interaction with the clients affected them and to self-reflect on their practices
- b) Any notes taken will be destroyed at the end of the session
- c) See P&P 7.2

7. Training & Support Committee

The Training and Support Committee shall:

- a) Develop and conduct programs for volunteers that would include:

Introductory training programs for new volunteers

- i. Introduction to the philosophy and values of restorative justice
- ii. Instruction in the details of the community conference process
- iii. Development of skills appropriate for conference team members to perform the roles of mentoring and facilitating in the community conference process

Continuing training and support for all volunteer

- i. To foster an understanding of the structure and administrative procedures of ACJS
 - ii. To maintain skills and an awareness of the roles and responsibilities of a volunteer
 - iii. To provide an opportunity for volunteers to share and discuss experiences in a respectful and supportive environment
 - iv. To reinforce the values of restorative justice through the use of talking circles, debriefing, coaching and other activities
- b) Participate in the recruitment and selection process
 - c) Offer other support and training activities as approved by the ACJS Board of Directors
 - d) See P&P 7.0

8. Standards & Ethics Committee

The Standards & Ethics Committee shall:

- a) Receive all written and verbal complaints
- b) Investigate the complaint and make recommendations
- c) Upon completion shall make recommendations to the board.
- d) See P&P 8.0