

CFSC POP Manual Review Schedule

updated November 1, 2012

Review of each section once every 10 years (more as required by law or necessity).

<u>Sections of POP Manual (from Table of Contents)</u>	<u>Committee to review</u>	<u>Last review</u>	<u>Next review</u>
CFSC introduction	Executive		
Vision (2011)	(with all CFSC members	2011	2021
Values (2011)	cc'd for input in process)	2011	
Mission Statement (2011)		2011	
Role within Canadian Yearly Meeting (2011)		2011	
Bylaws	Executive		2012
Introduction (2011)	(with all CFSC members	2011	
By-laws of the Corporation (2001) - bylaws 1, 2, 3.	cc'd for input in process)	2001	
Objects of the Corporation (from the Letters Patent) (2001)		2001	
Dissolution of the Corporation (from the Letters Patent) (2001)		2001	
Memorandum of Understanding (CYM and CFSC) (2001)		2001	
Annual General Meeting of the Corporation (2011)		2011	
Organization and Governance	Executive		2019
Introduction (2011)	(with all CFSC members	2011	
Board of Directors (2010)	cc'd for input in process)	2010	
Executive Committee (2010)		2010	
Clerk of Canadian Friends Service Committee (2009)		2009	
Associate Clerk (2009)		2009	
Recording Clerk (2009)		2009	
Treasurer (2008)		2008	
Young Friends Representative (2007)		2007	
Due Diligence (2005)		2005	
Personal Information Policy (2012)		2012	
Use of Email for CFSC Business (2010)		2010	
Corresponding Members (2007)		2007	
Associate Members (2007)		2007	

Standing Committees of CFSC

Administrative Committees

CFSC Nominating Committee (2008)

CFSC Finance Committee (2008)

CFSC Fundraising Committee (2010) – Draft text

CFSC Personnel Committee (2011)

Nominating Committee

2008

2018

Finance Committee

2008

2018

Fundraising Committee

2010

2020

Personnel Committee

2011

2021

Program Committees

General (2006)

Role (2006)

Responsibilities of CFSC Standing Committee Clerks (2006)

Meeting Times (2004)

Honoraria offered by program committees (2004)

Criteria for involvement (2004)

Guidelines for project selection (2004)

Program expansion (2004)

Framework for Friends & Attenders supported in service by CFSC (2004)

Policy on Emergency Assistance (2006)

Quaker Aboriginal Affairs Committee (1997)

Quakers Fostering Justice (2006)

Quaker Peace and Sustainable Communities Committee (2005)

Quaker International Affairs Programme (2003)

Executive Committee

2006

("General" through

2006

"Emergency Assistance"

2006

as clerks of all Program

2004

Committees are on Exec;

2004

consultation w/PCs)

2004

2004

2004

2004

2006

QAAC

2006

QFJ

2005

QPASC

2003

QIAPC

Finance

Budget Preparation (2001)

Accounting (2001/2002)

Expense Reimbursement and Budget Disbursements (2009)

Financial Reports (1999)

Tracking Ancillary Political Activity (1999)

Signing Officers (1999)

Investments (2005)

Interest-free Loans (1999)

Banking (1999)

Fundraising (2006)

Cooperation of Interests (2001)

Conflict of Interest (2009)

Finance Committee

2001

2001/02

2009

1999

1999

1999

2005

1999

1999

2006

2001

2009

2012

Small Grants (2001)		2001	
Personnel Policy			2021
Introduction (2011)	Personnel Committee	2011	
Hiring Process (2011)		2011	
Board members applying for positions (2011)		2011	
Home offices (2011)			
Letters of Employment (2011)		2011	
Performance Appraisals (2011)		2011	
Concerns about Job Performance (2011)		2011	
Employer - Employee Relations (2011)		2011	
Working Conditions (2011)		2011	
Salary Levels (2011)		2011	
Terms of Employment (2011)		2011	
Committees of Care (2011)		2011	
Honoraria (2011)		2011	
Conflict Resolution (2011)		2011	
Staff Accountability Model (2011)		2011	
Canadian Yearly Meeting Personnel Policy (2012)	CYM Pers. Policy Cttee		
Staff Job Descriptions	Relevant Committee & Personnel Committee		During performance appraisals
Introduction (2005)		2005	
Administration and Communications Assistant (2012)		2012	
Finance Administrator (2012)		2012	
General Secretary (2012)		2012	
Program Coordinator – QPASCC (2008)		2008	
Program Coordinator – QFJ (2006)		2006	
Program Coordinator - QAAC (1997)		1997	
Education, Witness, and Outreach	Executive Committee		2015
<i>Quaker Concern</i> (2005)		2005	
Website (2011) – new section required			
Electronic communications tools (2011) – new section required			
Press Release Policy (2005)		2005	
Publications Policy (2005)		2005	
Media Relations (2005)		2005	

Quaker, Ecumenical and Secular Relationships (2011)	2011	
Administration	Executive Committee	2013
Expectations for Staff (1997)	1997	
CFSC offices (2011)	2011	
Use of CFSC stationary/letterhead (1997)	1997	
Resources (2011)	2011	
Relation to Friends House Toronto (2011)	2011	
Records and Archives (1997)	1997	
Relations with other Quaker organizations	Executive Committee	2016
Canadian Yearly Meeting (corresponding on a concern) (2000)	2000	
Other Quaker organizations (2011)	2011	
X Appendices	Staff?	2017 and as req'd
CFSC grants (2007)	2007	
Representative Meeting Guidelines ... Conflicts ... (2004)	2004	
CFSC Glossary of Acronyms (2003)	2003	
Due Diligence Sample Documents (6 samples)		
<i>MoU for projects that are a single activity (2010)</i>	2010	
<i>MoU for projects that are not a single activity (2010)</i>	2010	
<i>Agency Agreement (2 samples) (2005)</i>	2005	
<i>Partnership Agreement (2005)</i>	2006	
<i>Letter of Agreement – Canada-based projects (2006)</i>	2006	
Staff Orientation Process (2006)	2006	
Staff Performance Evaluation Schedule (2006)	2006	
Primer on Charitable Status (2006)	2006	