

## **CFSC POP Manual Review Schedule**

*updated March 17, 2013*

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

<b><u>Sections of POP Manual (from Table of Contents)</u></b>	<b><u>Committee to review</u></b>	<b><u>Last review</u></b>	<b><u>Next review</u></b>
<b>CFSC introduction</b>	<b>Executive</b>		
Vision (2011)	(with all CFSC members	2011	<b>2021</b>
Values (2011)	cc'd for input in process)	2011	
Mission Statement (2011)		2011	
Role within Canadian Yearly Meeting (2011)		2011	
<b>Bylaws</b>	<b>Executive</b>		<b>2012</b>
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	
<b>Organization and Governance</b>	<b>Executive</b>		<b>2019</b>
Introduction (2011)	(with all CFSC members	2011	
Board of Directors (2010)	cc'd for input in process)	2010	
Executive Committee (2010) <i>(added Board Exit interview process in 2013)</i>		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)	<b>Nominating Committee</b>	2008	<b>2018</b>
CFSC Finance Committee (2008)	<b>Finance Committee</b>	2008	<b>2018</b>
CFSC Fundraising Committee (2010) – Draft text	<b>Fundraising Committee</b>	2010	<b>2020</b>
CFSC Personnel Committee (2011)	<b>Personnel Committee</b>	2011	<b>2021</b>

### Program Committees

General (2006)	<b>Executive Committee</b>	2006	
Role (2006)	<i>("General" through</i>	2006	
Responsibilities of CFSC Standing Committee Clerks (2006)	<i>"Emergency Assistance"</i>	2006	
Meeting Times (2004)	<i>as clerks of all Program</i>	2004	
Honoraria offered by program committees (2004)	<i>Committees are on Exec;</i>	2004	
Criteria for involvement (2004)	<i>consultation w/PCs)</i>	2004	
Guidelines for project selection (2004)		2004	
Program expansion (2004)		2004	
Framework for Friends & Attenders supported in service by CFSC (2004)		2004	
Policy on Emergency Assistance (2006)		2006	
Quaker Aboriginal Affairs Committee (1997)	<b>QAAC</b>	2006	
Quakers Fostering Justice (2006)	<b>QFJ</b>	2005	
Quaker Peace and Sustainable Communities Committee (2005)	<b>QPASC</b>	2003	
Quaker International Affairs Programme (2003)	<b>QIAPC</b>		

### Finance

Budget Preparation (2001)	<b>Finance Committee</b>	2001	<b>2012</b>
Accounting (2001/2002)		2001/02	
Expense Reimbursement and Budget Disbursements (2009)		2009	
Financial Reports (1999)		1999	
Tracking Ancillary Political Activity (1999)		1999	
Signing Officers (1999)		1999	
Investments (2005)		2005	
Interest-free Loans (1999)		1999	
Banking (1999)		1999	
Fundraising (2006)		2006	
Cooperation of Interests (2001)		2001	
Conflict of Interest (2009)		2009	

Small Grants (2001)		2001	
<b>Personnel Policy</b>			<b>2021</b>
Introduction (2011)	<b>Personnel Committee</b>	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)	<b>CYM Pers. Policy Ctte</b>		
<b>Staff Job Descriptions</b>	<b>Relevant Committee &amp; Personnel Committee</b>		<b>During performance appraisals</b>
Introduction (2013)		2013	
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	
<b>Education, Witness, and Outreach</b>	<b>Executive Committee</b>		<b>2015</b>
<i>Quaker Concern</i> (2005)		2005	
Website (2011) – new section required			
Electronic communications tools (2011) – new section required			
CFSC Liaison Network (2011)			
Resources (2013)		2013	
Press Release Policy (2005)		2005	

Publications Policy (2005)	2005
Media Relations (2005)	2005
Quaker, Ecumenical and Secular Relationships (2011)	2011

#### **Administration**

#### **Executive Committee**

**2023**

CFSC offices (2013)	2013
Use of CFSC stationary/letterhead (2013)	2013
<b>Records and Archives (1997)</b>	<b>2013</b>

#### **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