TERMS OF REFERENCE – Draft 2

ADRIC \AFFILIATES PRESIDENTS ROUNDTABLE MOU TASK FORCE

MANDATE:

The Presidents' Roundtable (PR) are committed to undertake a review of the ADRIC- Affiliate MOU's which have largely been in place for about 20 years. In part, this resulted from greater Collaboration between and among the Regions and ADRIC – as evidenced by creation of the Presidents' Roundtable 2014.

This MOU initiative is viewed as an important opportunity for ADRIC and Regional Affiliates to strengthen and transform their working relationship to successfully achieve their mutual goals and better serve their members moving into the future.

The MOU Task Force will engage in activities it finds necessary to develop a proposed MOU for ADRIC and Affiliates, for recommendation to the Presidents' Roundtable. The following are broad guidelines for the Task Force in conducting its work:

- The Governance Model to be explored is for ADRIC and Affiliates to be considered "A Federation of peers" with ADRIC taking key responsibility to oversee and enforce the relationship provisions and matters of a "pan-Canadian" or "multi-affiliate" nature.
- The target is one MOU signed by all regions and ADRIC to provide a consistent framework for all regions to work together while honouring any necessary elements to address unique differences through Appendices or other similar approaches.
- "Guiding Principles" will be included in the MOU which will underpin the working relationship of ADRIC and the regions moving forward
- The proposed MOU must be in compliance with any legal requirements (Example: ADRIC\Regional Bylaws and new Canada Not for Profit Act with the Affiliate)
- Consultation and input of stakeholders is important and will occur at various points in the MOU development process to ensure the needs and interests of our diverse membership are considered. The Task Force will take an interest based approach in working through differences that may arise in achieving an MOU that can be supported by ADRIC and Regional Affiliates.

TASKS & TIMELINES:

The Task Force will report their progress to the Presidents' Roundtable an ongoing basis.

The following are key deliverables and timeline targets to guide Task Force work. It is recognized that Task force members are volunteers and this is an iterative process. The Task Force may propose changes to the following to the Presidents' Roundtable as the work for the task force proceeds.

Timeline	Key Deliverable
September PR meeting	A background document, questions and proposed workshop process to obtain input on the possible content of an MOU that will meet stakeholder needs
October 2016 ADRIC AGM	Host workshop\meeting on possible MOU content
November – January	Development of a proposed MOU, further consultation as required
February 2016	Proposed MOU submitted to PR for initial support and for ADRIC\Affiliates to review with their boards
March – June 2016	Consultation and input collected from Affiliates and MOU refinements are made
September\October 2016	A final draft MOU is approved by all signatories and signed at the October 2016 AGM

DURATION OF COMMITTEE: Target completion – October 2016

TASK FORCE MEMBERSHIP:

The Task Force will be selected by the Presidents Round table and will include 5-6 members, 2 representatives from the ADRIC Board and 3-4 representatives from ADRIC Affiliates

Task Force members, when viewed together, will fulfill the following:

- Represent the diversity of our constituents, such as membership type (both regional and corporate) ; affiliate size; and geography;
- Provide the knowledge, experience and skills to support MOU development (For example, organizational history)

TASK FORCE CHAIR:
A Chair will be selected by the Task Force Members. The role of the Chair will be to facilitate the work of the Task Force. (Example, setting up meetings, distributing meeting agenda's and meeting notes), and reporting to the President's Roundtable on behalf of the Task Force

REQUIREMENTS FOR STAFF TIME:
ADRIC staff will support meeting scheduling and logistics (1-2 hours\month)

BUDGET REQUIREMENTS: Cost of conference calls

TASK FORCE REPORTING: The Task Force will report to the Presidents Roundtable.