

Draft #2
February, 2002

Sombrilla Refugee Support Society
Policy and Procedures
Education Committee

Policy

The Education Committee of SRSS will provide leadership to shape the vision and direction of the educational programs of Sombrilla, to ensure a broad membership and volunteer base through: *membership development, volunteer recruitment, public relations, special events and fundraising.*

Procedures

1. Support the staff of Sombrilla in the organization and implementation of educational activities and projects.
2. Look for new and creative initiatives to achieve the purpose and goals of Sombrilla.
3. Identify areas for volunteer participation according to their interests, time, and skills.
4. Strengthen membership base by keeping a current membership list, updated yearly.

Roles & Responsibilities

1. Elect a committee chairperson after each Annual General Meeting. The Chairperson will organize monthly meetings and prepare a report for the monthly Board meetings.
2. Each committee member will accept responsibility for tasks that the committee may require.
3. Respect consensus decision-making.
4. Make an effort to contact members at large through mailouts and telephone contacts.
5. Committee members must hold a current Sombrilla membership.
6. Recruit volunteers for participation in activities and committees
7. Carry the leadership for the following :
 - 7.1 Bulletin
 - 7.2 Web site
 - 7.3 Crafts
 - 7.4 Calendar
8. Recommend fundraising and educational short term and long term activities to Board.

11. To respond to unforeseen displacements of people which may require that assistance, including sponsorship when necessary, be provided
12. To provide all equipment and furniture necessary to the society for the carrying on of its various objects;
13. To actively participate in activities in line with the other objectives of the society and ancillary and incidental to those objectives
14. To provide facilities for the activities of the society
15. To sell, manage, lease, mortgage, dispose of or otherwise deal with the property of the society
16. To participate in any other activity, matter or program whatsoever which, in the opinion of the Board of Directors, is conducive to the carrying out of the objects previously set out, in co-operation with and in conjunction with other groups having similar purposes and aims as the society, whether incorporated or not

As for the content of the by-laws themselves, I recommend only that:
we change the address of the Society to its office location

article 3.02 be changed to say "Any person residing in Canada..." (not Alberta)

...perhaps that the name of our organisation be reduced to "Sombrilla"