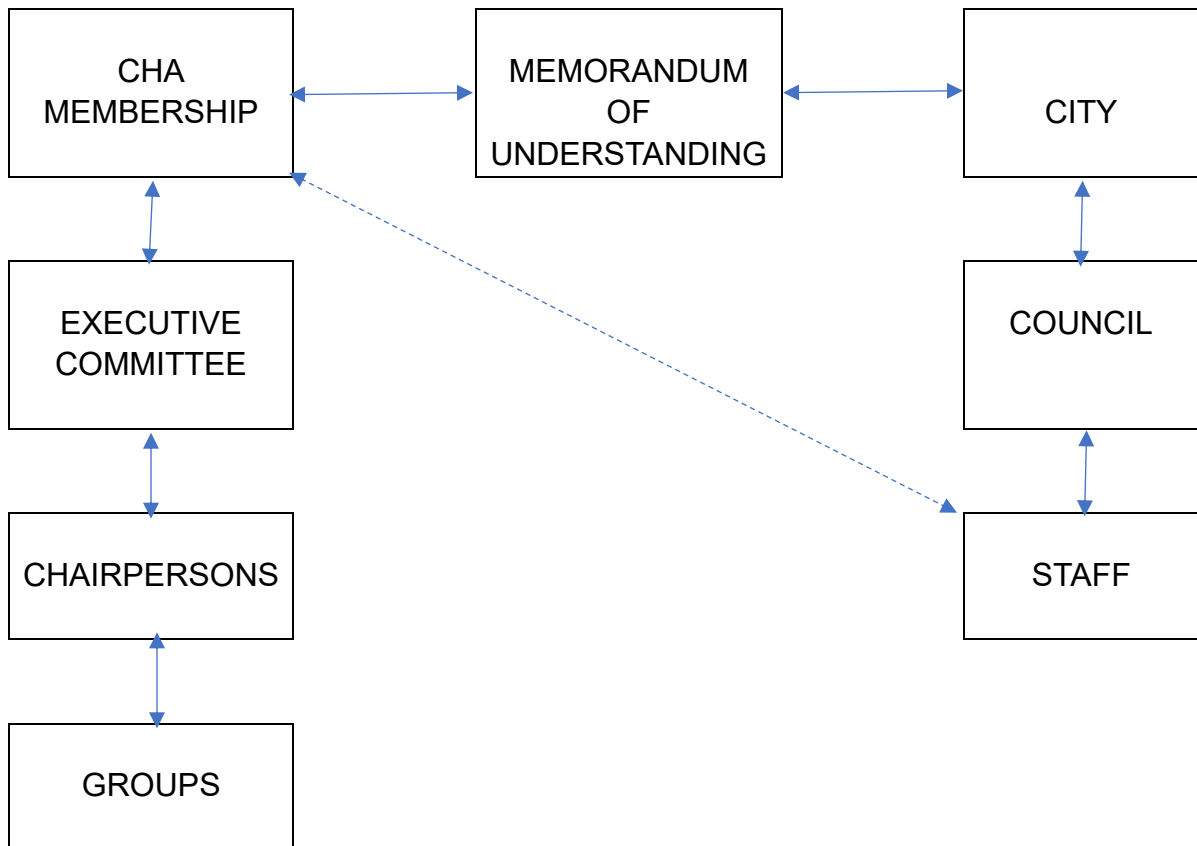


Governance Standing Committee Report

CHA 2024 AGM – January 10, 2024

A. BACKGROUND

The Century House Association is a not-for-profit organization wholly owned by its membership. It operates on a Servant Leadership Model, depending on member volunteers to carry out programs, activities and events. Each year at the AGM, Association members elect a volunteer executive to carry out the will of the membership and to protect the interests of the CHA. Monthly Chairpersons' Council meetings provide the opportunity for the Executive to report to membership representatives and to seek opinion and advice on current issues of importance to the Association.



The Governance Standing Committee was created by the Annual General Meeting through Bylaw. It is responsible for the maintenance of the Century House Association organizational structure, including the updating of the CHA Governance Handbook which is available to all members.

The Governance Standing Committee:

1. Identifies issues that require policy and bylaw update and development.
2. Assists the CHA Executive (CHAE) in the wording and formatting of new policy and bylaw.
3. Updates and maintains the CHA Governance Handbook.
4. Reports monthly to the CHAE and the Chairpersons' Council.

The Governance Standing Committee does not conduct the business of the Association.

B. Governance Standing Committee Work 2023

1. An up-to-date Governance Handbook was produced in May 2023 and posted on the CHA website after presentation to the CHAE. The Chairpersons' Council was also made aware that the Governance Handbook is available on the CHA website. Each Chairperson in attendance received the most recent Governance Handbook in hardcopy and was requested to share with their group members.
2. The Governance Standing Committee has continued to update the Policy Handbook regularly to include policy motions passed by the CHAE. The most recent update (December 2023) is available on the CHA website.
3. The Governance Standing Committee worked with the CHAE Treasurer to update and simplify CHA financial policies and procedures.
4. The Governance Standing Committee developed a comprehensive business case regarding CHA access to its membership lists, now compiled and held by the City of New Westminster. The business case was presented to the CHAE in the Fall of 2023.
5. The Governance Standing Committee has identified inconsistencies among current Policy, Bylaws and the MOU. These will be addressed in the 2024 workplan.
6. The Governance Standing Committee identified inconsistencies in how CHA meetings are conducted and decisions are recorded. A Bylaw Recommendation to address these inconsistencies will be presented at the end of this report.

C. Recommendations to the 2024 CHAE

1. That all incoming CHAE members attend an orientation to the MOU, the CHA Governance Handbook and Robert's Rules of Order before beginning their work.
2. That all incoming CHAE members are made aware of the obligations of CHA relationships with any external funders, banking institutions and regulatory bodies and under the MOU with the City of New Westminster.
3. That CHAE and Chairpersons' Council meetings be open to all members as observers, and that the dates, times and locations of CHAE and Chairpersons' Council be posted on the CHA website and included in the monthly Clarion.
4. That the CHAE, in collaboration with the membership, develop comprehensive policies on fundraising activities.
5. That the CHAE, in cooperation with the CNW, attain a comprehensive membership list prior to the January 2025 AGM.

The members of the 2023 Governance Standing Committee are committed to the well-being of the Century House Association. We recommend that Ardyth Moorcroft, Carole Wylie, Curt Albertson and Mary Gagnon be named to the 2024 Governance Standing Committee.

Respectfully submitted,
Curt Albertson Mary Gagnon
Ardyth Moorcroft. Carole Wylie

NOTICE OF MOTION RE: BYLAW RESOLUTION

THAT Robert's Rules of Order be observed when CHA business is being conducted.