

NATIONAL ORIENTATION MANUAL * POLICIES AND PROCEDURES

COMMITTEE TERMS OF REFERENCE

Name:	Administrators
Type of Committee:	Standing Committee
Focus:	Inwards
Accountability:	Executive Board
Ex-Officio:	National Vice-President
Membership Composition:	Modified National Committee Reference (see below)
Meetings:	Standard National Committee Reference
Staffing:	Standard National Committee Reference

Purpose/Mandate:

The Committee shall act to educate our Chapter administrators, ensuring compliance with CCI policies, structures, expectations and requirements.

Responsibility:

- (a) Create and facilitate processes that ensure training and education to the administrator are met
- To develop, maintain and distribute an administrator's guidebook that contains best practices
 - Support administrators in the tools/software required by CCI
 - Develop and maintain a flow chart consisting of monthly, quarter and yearly tasks
 - Create/define code of ethics
 - Ensure adoption and use of National programs by their local Chapter
 - Communicate to Executive Board nonconformity of National processes

Membership Composition/Requirements:

Membership Composition/Requirements are at the Standard National Committee Reference with the following addition:

- (b) Committee shall consist of a core committee of administrative staff/volunteers from various Chapters, representing the diversity of CCI

2018 Identified Priorities:

These priorities do not constitute part of the Terms of Reference, but outline the current priorities of the committee, in conjunction with the purpose/mandate of the committee. These are expected to be reviewed and updated yearly by the National Executive.

1. Working with the Governance committee, a code of Ethics for Administrators
2. Administrator guidelines – 1st draft and revision
3. Ensure each chapter's represented in the committee
4. Ensure all administrators/volunteers ensure their chapter adopts and uses national programs by their local chapter