

Association Overview

The Vancouver Alumnae Panhellenic Association (“VAPA” or “the Association”) is a non-profit society registered in BC. VAPA owns and operates the Panhellenic House at UBC, home to 72 residents and 8 sorority chapters. The VAPA Board of Directors (“the Board”) shall conduct all business related to VAPA and work to advance the interest of the association in accordance with the governing documents.

Vision

To champion and develop shared legacies for the Vancouver sorority community with a commitment to instill lifelong pride and involvement.

Mission

We work together in the Panhellenic spirit to support and develop the Vancouver sorority community. We collaborate with our stakeholders to anticipate and respond to the needs of local chapters, ensuring a premier sorority experience.

Committee Overview: Terms of Reference

MEETINGS

Regularly scheduled, or at the call of the Chair, and no fewer than four per fiscal year. Meetings may be carried out in person or over conference call. Any member failing, on a regular basis, to attend a meeting without adequate notification to the Committee Chair shall automatically cease to be a member of the committee.

TERM OF OFFICE

Chair and members shall be appointed for a period of one year

RECOMMENDATIONS

The Chair seeks consensus from the committee on all recommendations.

QUORUM

Fifty per cent of the membership of the committee shall constitute a quorum.

RESPONSIBILITIES

1. Work in accordance with the Strategic Plan.
2. Report regularly and make recommendations to the Board.
3. Participate in training, as required.
4. Prepare and submit an Annual Report to the Board President.
5. Work in close co-operation with other committees and keep them informed of any internal changes relevant to their committees.
6. Maintain contact, as necessary, with UBC sorority chapters, the UBC Panhellenic Association, Vancouver sorority alumnae chapters and NPC to engage in related activities or fields of interest.
7. Recommend potential and appropriate opportunities for partnerships to the Board.
8. Recommend to the Board suggested changes to governance documents.
9. Encouraged to attend VAPA sponsored events: SOS (March), UBC Alumni Weekend (May), Board Recruitment events (Aug/Sept), Welcome BBQ (Sept).

REQUIREMENTS

1. Commitment to a minimum one year term with a two month transition.
2. Attend and participate in all committee meetings.
3. Return e-mails within 48 hours; phone calls within 24 hours.
4. Good Excel, Word and PowerPoint skills.

QUALIFICATIONS

1. Prior experience with sororities in Vancouver (either through VAPA, Panhellenic, Advisory Board, Alum Chapter, Active Chapter) an asset.
2. Alumna in good standing with her (Inter)National NPC Organization.
3. Member in good standing of her local NPC Group Alumnae Association/Chapter (if applicable)
4. Resident of Metro Vancouver.

Strategic Planning Committee

PURPOSE

To advise the Board on matters relating to long-term planning and the governance framework and to facilitate strategic planning consultations and lead strategic plan reviews and updates for recommendation to the Board.

MEMBERS

Minimum of four, recommended by the Vice President and elected by majority vote of the Board

Must include:

- Vice President
 - Elected and appointed annually by the Board.
 - The Vice President will serve as the Chair of the Strategic Planning Committee.
- President of the Board (ex-officio)

May include:

- Board Directors
- Members at large (NPC group alumnae in good standing)

RESPONSIBILITIES

Monthly

1. Maintain strategic plan spreadsheet.
2. Execute strategic plan.

Quarterly

1. Evaluate board performance against the goals set out at the beginning of the term.

Annually

1. Recommend training for officers responsible for the legal compliance of the association.
2. Review and recommend non-profit best practices and standards to the Board, in particular concerning governance, transparency, and operations.
3. Review the Association's governance calendar.
4. Review and present any suggestions for changes to the governance and strategic plan frameworks.
5. Review the job descriptions and terms of reference that exist. Make suggestions for changes and add new ones, when needed.
6. Evaluate the board structure and make recommendations for changes to the board.

Committee descriptions must be reviewed and approved annually.

Approval date: August 30, 2012

7. Contribute content to the Annual Report to update stakeholders.
8. Lead discussion on identifying major problems/critical issues.
9. Review the nomination and election procedure.

REQUIREMENTS

1. Monthly commitment: Approx 5 hours.

QUALIFICATIONS

1. Prior experience with governance, stakeholder communication and strategic planning preferred.

Finance Committee

PURPOSE

To advise the Board on matters pertaining to finance and resources and to assist the Treasurer in carrying out the responsibilities assigned to her.

MEMBERS

Minimum of four, recommended by the Treasurer and elected by majority vote of the Board of Directors

Must include:

- Treasurer
 - Elected and appointed annually by the Board.
 - The Treasurer will serve as the Chair of the Finance Committee.
- President of the Board (ex-officio)

May include:

- Board directors
- Members at large (NPC group alumnae)
- Finance or accounting professionals

RESPONSIBILITIES

Monthly

1. Review
 - a. requests for unanticipated expenditures related to the Panhellenic House
 - b. financial statements from the property management company
 - c. spending requests from the Board and committees
 - d. investment reports

Quarterly

1. Review
 - a. the financial year end forecast for the annual operating budget

Annually

1. Recommend training for officers responsible for the financial well being of the association.
2. Review and recommend financial standards and procedures to the Board of Directors, in particular concerning investments, fundraising, financial training and operations.
3. Develop, in consultation with other committees, the Annual Operating and Capital Budgets.

Committee descriptions must be reviewed and approved annually.

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4. Review the association's financial calendar.
5. Select and recommend a firm for appointment by the Board to conduct a review engagement.
6. Review the recommendations of the accountant to ensure that best practices are implemented.
7. Select and recommend the investment management company for appointment by the Board.
8. Review annually and present to the Board any suggestions for changes to the investment policy.
9. Review capital spending requests, capital asset ledger and make recommendations to the Board.
10. Review liquidity model and make recommendations to the Board.
11. Advise the Board on matters regarding the best financial management of resources.

REQUIREMENTS

1. Monthly commitment: Approx 5 hours.

QUALIFICATIONS

1. Prior experience with operational and capital budgeting, liquidity models, financial statement preparation, non-profits and strategic planning preferred.

House Committee

PURPOSE

To advise the Board on matters pertaining to the Panhellenic House and to assist the House Director in carrying out the responsibilities assigned to her.

MEMBERS

Minimum of three, recommended by the House Director and elected by majority vote of the Board

Must include:

- House Director
 - Elected and appointed annually by the Board.
 - The House Director will serve as the Chair of the House Committee.
- President of the Board (ex-officio)

May include:

- Board Directors
- Members at large (NPC group alumnae)
- Real estate professionals

RESPONSIBILITIES

Monthly

1. Review
 - a. Maintenance and service requests and circulate a report to the board.

Quarterly

1. Participate in a house inspection with the property manager and caretaker.
2. Collect data from the survey of all building tenants and provide a summary to the Board.
3. Provide written updates to stakeholders regarding the Panhellenic House.

Annually

1. Work with the Finance committee on the annual operating budget.
2. Work with the Panhellenic Council to address facility needs during fall recruitment.
3. Review all house related contracts.
4. Review the ticket process and service request system.
5. Review service level agreements and suggest changes to contracts when necessary.
6. Execute staff performance reviews.

7. Recommend training for officers responsible for overseeing the Panhellenic House.
8. Review the house management calendar.
9. Make recommendations for changes in staffing levels or the types of activities carried out.
10. Review the capital maintenance plan and make recommendations to the Board.

REQUIREMENTS

1. Monthly commitment: Approx 5 hours.

QUALIFICATIONS

1. Prior experience with residential property management, operational and capital budgeting, goal setting and performance/staff management preferred.