



Sovereign Order of St. John of Jerusalem, Knights Hospitaller, Almoner Committee



TERMS OF REFERENCE

COMPOSITION AND OPERATIONS

- A. The Committee shall be composed of no fewer than six members of the Vancouver Commandery, of all of whom will be appointed in consultation with the Committee Executive (Chair or Co-Chairs and Vice Chair) and the Commander of the Vancouver Commandery (the “Commander”). The membership may be increased at the discretion of the Chair or Co-Chairs.

The Committee shall consist of:

- Chair or Co-Chairs (one or two positions)
- Vice-Chair (one or two positions)
- Member
- Administrator

The Commander will recruit and appoint the Committee Chair or Co-Chairs. The decision to appoint one Chair or two Co-Chairs will depend on the skills required at the time as determined by the Commander.

The Committee will appoint one or two Vice-Chairs. A Vice-Chair may or may not become a Chair (i.e., the Vice-Chair role does not automatically become the Chair at a future date).

A skills matrix tool will be used to assess the skills and experience of Committee members. Recruitment of new members will be based on the identified needs from the skills inventory.

- B. The Committee shall operate in a manner that is consistent with the SOSJ Almoner Committee Guidelines.
- C. The Committee will normally meet a minimum of six times a year. Additional meetings will be scheduled as necessary. An annual schedule will be drawn up at the commencement of each year (January).
- D. Committee meetings shall be held in closed session unless the Committee resolves to carry out a meeting, or part of a meeting, in open session.
- E. Extraordinary meetings may be held at the discretion of the Chair or Co-Chairs.
- F. Members are required to advise the Committee of their inability to attend a meeting by emailing the Chair or Co-Chairs no later than 9:00am on the day of the meeting.
- G. The majority of members of the Committee will constitute a quorum.
- H. Committee members will be expected to attend all meetings, including extraordinary meetings.



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DUTIES AND RESPONSIBILITIES

The Committee assists the Vancouver Commandery in fulfilling its responsibilities with respect to making recommendations for approval and/or deliver reports in the following areas:

- A. An annual budget for Small Grants, within which the Committee shall have the authority to commit funding to projects up to a limit per project (currently, \$10,000) established by the Commandery Council and reviewed from time to time.
- B. Grants that exceed the limit per Small Grant.
- C. Committee governance.
- D. Grant program management.
- E. Outreach, brand awareness, stakeholder consultation, and relationship building.

In addition, in the performance of its duties, the Committee may also assist the Vancouver Commandery in providing information to support:

- A. End-of-life care trends, innovations, and best practices.
- B. Contemporary community-based programs that support the Lord's sick and poor.
- C. Training opportunities to support the Commandery's mission.

Chair or Co-Chair

The Chair, or Co-Chairs as the case may be, will be responsible for the following

- A. Develop the annual calendar of activity to be undertaken by the Committee.
- B. Develop the agenda for Committee meetings.
- C. With the Administrator, ensure that successful requests for grants are funded, and unsuccessful requests for grants receive correspondence to that effect.
- D. Lead the review of these Terms of Reference at least bi-annually.
- E. Other duties as assigned by the Commander relevant to the running of the Committee.

Vice Chair(s)

The Vice Chair(s) will be responsible for the following

- A. Support the Chair or Co-Chair in activity as requested.
- B. In the absence of the Chair or Co-Chairs, chair Committee meetings.



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Members

Members will be responsible for the following

- A. Review requests for grants on a timely basis and attend Committee meetings prepared to offer their opinion as to whether or not they should be funded.
- B. In the case of successful grants above the Small Grant limit, be prepared to act as Project Lead with responsibility for overseeing funding of the project, monitoring progress and reporting back to the Committee.

ACCOUNTABILITY

- A. The Committee shall report its discussions to the Commandery Council by maintaining minutes of its meetings and providing a written and oral report at the Commandery Council meetings.
- B. At the request of Commandery Council, the Committee shall report on its activity to the Vancouver Commandery.
- C. The Committee shall have a calendar of business, maintained by the Chair or Co-Chairs or delegate, for the purpose of ensuring that each meeting agenda addresses responsibilities as outlined in these terms of reference.
- D. The Committee shall review its terms of reference at least once every two years and propose changes to Commandery Council.

SUCCESSION PLANNING AND TERMS OF OFFICE

Succession planning is the responsibility of the Committee Executive.

Initial terms of office are as follow:

Chair or Co-Chair	Three years
Vice-Chair(s)	Three years
Member	Three years

All positions can be extended by one term of two years. Ideally the terms of office will be staggered.

As term limits are being introduced with this revision to the Terms of Reference, in discussion with the Committee Executive current Members will be awarded terms that encourage continuity on the Committee while also enabling renewal and drawing new Members from among the Commandery membership.



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Hospitaller, Almoner Committee***



TERMS OF REFERENCE

Date	Description	Approved by
December 2016	TOR created	Richard Earthy
March 2021	Revised	David Hunt



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APPENDIX A

