**Summary**

The purpose of this restructuring proposal is to create a more effective board that can better meet the goals and mission of the organization. By reducing the number of directors from 15 to 9, it allows the organization to have a closer-knit board that can make decisions quickly and efficiently. Furthermore, the proposal allocates duties related to the strategic plan to each Director. This means that each Director is responsible for a specific portfolio resulting in an intentional and focused effort to meet each of the 5 goals listed in the strategic plan. To ensure that each Director is fully committed to the positions set forth, each position will be up for election at the next Annual General Meeting.

The current board of Our City of Colours fully believe that this is an important and necessary step in ensuring the growth of the organization. We hope that you think the same and will vote with the board in approving this proposal and the related bylaw amendments.

1. Decrease maximum size of board from 15 directors to 9 directors.
2. New job descriptions written for the executives and Director-at-Large positions.
3. Creation of committees/portfolios that are in alignment with the strategic plan.
   a. Each Director-at-Large will be in charge of one committee/portfolio.
4. Elections will be held for each board position at the next AGM to ensure that all people on the board are well aware of their responsibilities and commitment at the beginning of their term.
   a. Executives will serve 2 year terms and Directors-at-Large will serve 1 year terms.
      i. The Vice Chair and Treasurer will initially serve a 1 year term to achieve staggered terms amongst the executive (ensures continuity on the board).
5. All Directors must attend 9 out of 12 board meetings each calendar year.

**Proposed structure for Board of Directors:**

<table>
<thead>
<tr>
<th>Executives (4):</th>
<th>Director-at-Large Positions (5):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Director #1 - Fund Development</td>
</tr>
<tr>
<td>Vice-Chair</td>
<td>Director #2 - Visibility &amp; Awareness</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Director #3 - Resource Development</td>
</tr>
<tr>
<td>Secretary</td>
<td>Director #4 - Community Liaison</td>
</tr>
<tr>
<td></td>
<td>Director #5 - Special Projects</td>
</tr>
</tbody>
</table>
SPECIAL RESOLUTION – Amendments to Bylaws

WHEREAS the Board of Directors of the Society has considered the structure of the organization and recommends amendments to the bylaws to improve the structure of the Board of Directors; and,

WHEREAS the Board has approved new job descriptions for the Chair, Vice-Chair, Treasurer, Secretary, and Director-at-Large; and,

WHEREAS the Board requires ratification of this proposal through a special resolution, approval of not less than 75% of the votes cast by the members of the Society entitled to vote at the meeting.

THEREFORE BE IT RESOLVED that the following articles in the Bylaws be changed to read as follows, effective at the next annual general meeting of the Society:

Section 25 of the bylaws be amended to read:

25. (1) The chair, vice chair, secretary, treasurer, and up to five other persons shall comprise the Board of Directors. The Board of Directors should strive for Identity Parity.
(2) Members of the executive (i.e., chair, vice chair, secretary, and treasurer) shall serve terms of 2 (two) years each.
(3) All Directors-at-Large shall serve terms of 1 (one) year each.
(4) The members may vote at an Annual General Meeting to adjust the term length of the executives and the Directors-at-Large to achieve staggered terms.

Section 31 (5) of the bylaws be amended to read:

31. (5) If a Director is absent for 3 (three) meetings of the Board within a calendar year, the Director may be removed from their position as Director at a board meeting with over 50% of the vote.

Section 32 (1) of the bylaws be amended to read:

32. (1) The directors may delegate any, but not all, of their powers to committees consisting of the director, other directors, and members as they think fit.

FURTHERMORE the Board recognizes that with the restructuring, the Society will benefit from having Directors who are fully aware of their commitment and responsibilities from the start of their term with the support of the members; and,
WHEREAS the Board requires ratification of this proposal through a special resolution, approval of not less than 75% of the votes cast by the members of the Society entitled to vote at the meeting.

THEREFORE BE IT RESOLVED that elections will be held for all positions on the Board of Directors at the Annual General Meeting in 2015.
SPECIAL RESOLUTION – To adopt board structure

WHEREAS the Board of Directors of the Society have recognized that each Director that is not an executive shall be responsible for a committee/portfolio in alignment with the Strategic Plan passed on October 17, 2014; and,

WHEREAS the Board requires ratification of this proposal through a special resolution, approval of not less than 75% of the votes cast by the members of the Society entitled to vote at the meeting.

THEREFORE BE IT RESOLVED that the Society will adopt the restructuring proposal at the Annual General Meeting in 2015 to have each Director-at-Large be in charge of one of the following committees/proposals: Fund Development, Visibility & Awareness, Resource Development, Community Liaison, and Special Projects.
SPECIAL RESOLUTION – Staggered Terms

WHEREAS the Board recognizes that a board should have continuity every year and this can be achieved by staggering the terms of several Directors; and,

WHEREAS the Board requires ratification of this proposal through a special resolution, approval of not less than 75% of the votes cast by the members of the Society entitled to vote at the meeting.

THEREFORE BE IT RESOLVED that at the Annual General Meeting in 2015, the Vice Chair and the Treasurer will initially serve a one year term. Subsequent appointments to the Vice Chair and Treasurer position will be two years.
Our City of Colours Director-at-Large Job Description

Our City of Colours (OCC) is a non-profit based out of Metro Vancouver with the goal of raising awareness of lesbian, gay, bisexual, trans, and queer (LGBTQ) issues and topics in various cultural and linguistic communities. We aim to initiate discussions in communities that ignore or avoid LGBTQ topics through the use of multilingual resources. In addition, we seek to provide a platform for LGBTQ people of colour to share their experiences and stories.

The Board of Directors is the legal body that oversees the affairs of OCC, and includes four executive positions (Chair, Vice Chair, Secretary and Treasurer) and five non-executive members for a Board composition of 9 persons, and is active year-round.

Elections to the Board are conducted at the Annual General Meeting (AGM) which we anticipate will be held every year in March or April. All candidates for Board positions need to be members in good standing at least 21 days before the AGM. Generally, board members are voted for at the AGM.

Members interested to be on the Board should be passionate about increasing visibility of LGBTQ issues and topics in various communities. OCC also desires members who support its mandate, objectives, and activities. Candidates must be familiar with OCC’s mission and vision statements available on the website.

OCC strives for a diverse board and highly encourages people who self-identify as trans, female, Aboriginal, youth, and/or varying abilities to apply for the Board. We also encourage people who can communicate in multiple languages to apply.

Responsibilities
- Provide direction, guidance, and leadership to activities of the organization
- Assists with special events when needed
- Participate in committees to work on projects, events, and/or campaigns of the organization
- Ongoing evaluation of OCC’s mission, vision & values
- Creation and evaluation of strategic planning
- Recruitment of Board of Directors, members, and volunteers
- Financial management, including adoption and oversight of the annual budget

Expectations
- Responsiveness to emails within 3 business days
- Prepare for meetings by reading agendas, minutes, reports and other documentation required to actively participate in them
- Recognition and adherence to established OCC policies and procedures
- Review, understand and apply OCC's bylaws
- Actively pursue ways to further OCC’s mission and mandate
Participate in raising at least $100 every fiscal year through various activities including but not limited to assisting in grant applications, helping fundraiser events, recruiting donations, selling membership, in-kind donations, and other creative ways.

In addition, each director-at-large will be responsible for one of the following portfolios:

**Director 1 - Fund Development**
- Develop, present and lead execution of the annual fundraising strategy
- Lead the identification of potential sources of funds, including personal and corporate donors, grant applications
- Maintain historical list of donors and oversee the donor recognition program
- Oversee major fundraising events and campaigns
- Responsible for involvement of all board members in fundraising activities

**Director 2 - Visibility & Awareness**
- Manages major annual campaigns to raise awareness of LGBTQ people in linguistic and cultural communities, eg posters, multimedia projects

**Director 3 - Resource Development**
- Aggregator of queer people of colour resources
- Coordinator of resource portion of OCC website
- Develop and maintain blog to facilitate sharing of lived experiences

**Director 4 - Community Liaison**
- Act as a bridge to the communities, through:
  - Outreach to people, groups, and communities including grassroots organizations, non-profits, businesses, governments, and school districts
  - Communications, including websites, traditional media, and social media

**Director 5 - Special Projects**
- Responsible for creating and sending monthly newsletters to members, volunteers and the community
- Assist in new program development and spearhead special projects of the Board of Directors

**Benefits**
- Make a difference in communities resulting in positive impact on people's lives
- Become a mentor to members of the community as well as the opportunity to gain mentorship from others
- Develop and grow your skills as a leader
- Constantly challenge yourself to learn more and to develop professionally and personally
- Network with key individuals and organizations
- Opportunities to attend anti-oppression workshops
Continuous learning of the the Society Act (about how non-profit societies work) along with informative and insightful conversations with community members (e.g. board meetings, AGM, etc.)

**Time Commitment**
- Commitment of at least six hours per month to OCC affairs (including a monthly 2 hour board meeting and committee meetings)
- Regular attendance at monthly Board meetings (must be present for a minimum of 75% of official board meetings - approximately 9 meetings a year)
- Attendance and participation at the AGM

**Length of Term:** 1 year
Our City of Colours - Job Description - Chair

Our City of Colours (OCC) is a non-profit based out of Metro Vancouver with the goal of raising awareness of lesbian, gay, bisexual, trans, and queer (LGBTQ) issues and topics in various cultural and linguistic communities. We aim to initiate discussions in communities that ignore or avoid LGBTQ topics through the use of multilingual resources. In addition, we seek to provide a platform for LGBTQ people of colour to share their experiences and stories.

As the Chair of the organization, your role is to lead and manage the Board of Directors. The Board of Directors is the legal body that oversees the affairs of OCC, and includes four executive positions (Chair, Vice Chair, Secretary and Treasurer) and five non-executive members for a Board composition of 9 persons, and is active year-round.

Elections to the Board are conducted at the Annual General Meeting (AGM) which we anticipate will be held every year in March or April. All candidates for Board positions need to be members in good standing at least 21 days before the AGM. Generally, board members are voted for at the AGM.

Members interested to be on the Board should be passionate about increasing visibility of LGBTQ issues and topics in various communities. OCC also desires members who support its mandate, objectives, and activities. Candidates must be familiar with OCC’s mission and vision statements available on the website.

OCC strives for a diverse board and highly encourages people who self-identify as trans, female, Aboriginal, youth, and/or varying abilities to apply for the Board. We also encourage people who can communicate in multiple languages to apply.

Specific Duties of the Chair
- Preside over all meetings of the members and directors, except in cases of conflict of interest
- Act as the chief executive officer of the society, and supervise the other directors in the execution of their duties
- Provide direction, guidance, and leadership to activities of the organization in order to fulfill the strategic plan
- Oversee activities for all committees and ensure they have the required support
- Act as a spokesperson for the organization when speaking with the public and communities
- Actively seek out partnerships with other organizations and community

Responsibilities
- Provide direction, guidance, and leadership to activities of the organization
- Assists with special events when needed
- Participate in committees to work on projects, events, and/or campaigns of the organization
● Ongoing evaluation of OCC’s mission, vision & values
● Creation and evaluation of strategic planning
● Recruitment of Board of Directors, members, and volunteers
● Financial management, including adoption and oversight of the annual budget

Expectations
● Responsiveness to emails within 3 business days
● Prepare for meetings by reading agendas, minutes, reports and other documentation required to actively participate in them
● Recognition and adherence to established OCC policies and procedures
● Review, understand and apply OCC’s bylaws
● Actively pursue ways to further OCC’s mission and mandate
● Participate in raising at least $100 every fiscal year through various activities including but not limited to assisting in grant applications, helping fundraiser events, recruiting donations, selling membership, in-kind donations, and other creative ways

Benefits
● Become a mentor to members of the community as well as the opportunity to gain mentorship from others
● Develop and grow your skills as a leader
● Constantly challenge yourself to learn more and to develop professionally and personally
● Network with key individuals and organizations
● Opportunities to attend anti-oppression workshops
● Make a difference in communities resulting in positive impact on people's lives
● Continuous learning of the the Society Act (about how non-profit societies work) along with informative and insightful conversations with community members (e.g. board meetings, AGM, etc.)

Time Commitment
● Commitment of at least ten hours per month to OCC affairs (including a monthly 2 hour board meeting and committee meetings)
● Regular attendance at monthly Board meetings (must be present for a minimum of 75% of official board meetings - approximately 9 meetings a year)
● Attendance and participation at the AGM

Length of Term: 2 years
Our City of Colours - Job Description - Vice-Chair

Our City of Colours (OCC) is a non-profit based out of Metro Vancouver with the goal of raising awareness of lesbian, gay, bisexual, trans, and queer (LGBTQ) issues and topics in various cultural and linguistic communities. We aim to initiate discussions in communities that ignore or avoid LGBTQ topics through the use of multilingual resources. In addition, we seek to provide a platform for LGBTQ people of colour to share their experiences and stories.

As the Vice-Chair of the organization, your role is to carry out the duties of the Chair during the Chair’s absence, assist the Chair as required, and lead the maintenance of the membership. The Board of Directors is the legal body that oversees the affairs of OCC, and includes four executive positions (Chair, Vice Chair, Secretary and Treasurer) and five non-executive members for a Board composition of 9 persons, and is active year-round.

Elections to the Board are conducted at the Annual General Meeting (AGM) which we anticipate will be held every year in March or April. All candidates for Board positions need to be members in good standing at least 21 days before the AGM. Generally, board members are voted for at the AGM.

Members interested to be on the Board should be passionate about increasing visibility of LGBTQ issues and topics in various communities. OCC also desires members who support its mandate, objectives, and activities. Candidates must be familiar with OCC’s mission and vision statements available on the website.

OCC strives for a diverse board and highly encourages people who self-identify as trans, female, Aboriginal, youth, and/or varying abilities to apply for the Board. We also encourage people who can communicate in multiple languages to apply.

Specific Duties of the Vice-Chair

- Carry out the duties of the Chair during the Chair’s absence, and assist the Chair as required
- Maintain the register of members
- Develop protocol for membership outreach and volunteers
- Connect volunteers with suitable opportunities within the organization

Responsibilities

- Provide direction, guidance, and leadership to activities of the organization
- Assists with special events when needed
- Participate in committees to work on projects, events, and/or campaigns of the organization
- Ongoing evaluation of OCC’s mission, vision & values
- Creation and evaluation of strategic planning
- Recruitment of Board of Directors, members, and volunteers
- Financial management, including adoption and oversight of the annual budget
Expectations
● Responsiveness to emails within 3 business days
● Prepare for meetings by reading agendas, minutes, reports and other documentation required to actively participate in them
● Recognition and adherence to established OCC policies and procedures
● Review, understand and apply OCC's bylaws
● Actively pursue ways to further OCC's mission and mandate
● Participate in raising at least $100 every fiscal year through various activities including but not limited to assisting in grant applications, helping fundraiser events, recruiting donations, selling membership, in-kind donations, and other creative ways

Benefits
● Become a mentor to members of the community as well as the opportunity to gain mentorship from others
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Time Commitment
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Length of Term: 2 years
Our City of Colours - Job Description - Secretary

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As the Secretary of the organization, your role is to be the official record keeper of the organization as required by the BC Society’s Act and maintain all non-financial files. The Board of Directors is the legal body that oversees the affairs of OCC, and includes four executive positions (Chair, Vice Chair, Secretary and Treasurer) and five non-executive members for a Board composition of 9 persons, and is active year-round.

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Specific Duties of the Secretary

- Issue notices of meetings of the society and directors (call meetings and prepare agenda)
- Keep minutes of all meetings of the society and directors
- Be responsible for all official correspondence of the society
- Have custody of all records and documents of the society, except those required to be kept by the Treasurer or Vice Chair

Responsibilities

- Provide direction, guidance, and leadership to activities of the organization
- Assists with special events when needed
- Participate in committees to work on projects, events, and/or campaigns of the organization
- Ongoing evaluation of OCC’s mission, vision & values
- Creation and evaluation of strategic planning
- Recruitment of Board of Directors, members, and volunteers
Financial management, including adoption and oversight of the annual budget

Expectations
- Responsiveness to emails within 3 business days
- Prepare for meetings by reading agendas, minutes, reports and other documentation required to actively participate in them
- Recognition and adherence to established OCC policies and procedures
- Review, understand and apply OCC's bylaws
- Actively pursue ways to further OCC’s mission and mandate
- Participate in raising at least $100 every fiscal year through various activities including but not limited to assisting in grant applications, helping fundraiser events, recruiting donations, selling membership, in-kind donations, and other creative ways

Benefits
- Become a mentor to members of the community as well as the opportunity to gain mentorship from others
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Length of Term: 2 years
Our City of Colours - Job Description - Treasurer

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As the Treasurer of the organization, your role is to be the official steward of the finances of the organization, as required by the Society Act. The Board of Directors is the legal body that oversees the affairs of OCC, and includes four executive positions (Chair, Vice Chair, Secretary and Treasurer) and five non-executive members for a Board composition of 9 persons, and is active year-round.

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Specific Duties of the Treasurer

- Be responsible for the financial accounting of the organization, maintaining the financial records, in accordance with the BC Society Act.
- Prepare annual budget for organization, assist Committee Chairs in preparing committee budgets and monitor expenditures of the Organization
- Reporting and presenting financial records at meetings of directors and members.
- Prepare the organization for potential application for charitable registration per the Income Tax Act

Responsibilities

- Provide direction, guidance, and leadership to activities of the organization
- Assists with special events when needed
- Participate in committees to work on projects, events, and/or campaigns of the organization
- Ongoing evaluation of OCC’s mission, vision & values
- Creation and evaluation of strategic planning
• Recruitment of Board of Directors, members, and volunteers
• Financial management, including adoption and oversight of the annual budget

Expectations
• Responsiveness to emails within 3 business days
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Length of Term: 2 years
OUR CITY OF COLOURS
Strategic Plan
November 1, 2014 – March 31, 2016

Summary of Strategic Directions

Mission

The mission of Our City of Colours is to increase the visibility of, and address the issues facing lesbian, gay, bisexual, transgender, and queer people in a variety of linguistic and cultural communities.

Vision

Our City of Colours envisions a world of inclusive and supportive communities that accept, understand, and respect the existence and experiences of people from all sexual orientations, gender identities, and gender expressions.

Values

SOLIDARITY  ANTI-OPPRESSION  INCLUSIVITY  INTERSECTIONALITY

Strategic Priorities

Over the next two years, the following strategic priorities will guide Our City of Colours’ decision-making:

1. Increasing visibility of LGBTQ people of colour in various communities with a focus on raising awareness in non-LGBTQ communities and distributing non-English messaging.

2. Providing a platform for LGBTQ people of colour to share their experiences and stories.

Our strategic priorities reveal strengths and challenges of our organization, as well as opportunities for growth. Each strategic priority will be realized through specific goals.

Priorities and Goals

PRIORITY #1:
Increasing visibility of LGBTQ people of colour in various communities with a focus on raising awareness in non-LGBTQ communities and distributing non-English messaging.

GOALS

1. Initiate awareness campaigns that seek to highlight the experiences of LGBTQ people of colour as well as raising visibility in non-LGBTQ communities.

2. Maintain a list of resources and educational materials that is informative and helpful for those seeking in-depth knowledge, or for community groups and initiatives that will benefit from them.
3. Collect and build on research conducted regarding the lived experiences of LGBTQ people of colour with the intent to share this with other organizations and communities.

**PRIORITY #2:**
Providing a platform for LGBTQ people of colour to share their experiences and stories.

**GOALS**
1. Continue to develop the OCC website as a hub for the organization where members may contribute and people can learn more about who we are, including the maintenance of a blog written by LGBTQ people of colour from diverse backgrounds.

2. Actively engaging our members and communities by providing online and in-person spaces for LGBTQ people of colour to share their experiences and stories.