

THE COMMUNITY OF FEDERAL VISIBLE MINORITIES (CFVM)

TERMS OF REFERENCE (TOR)

Preamble

The Community of Federal Visible Minorities (CFVM) exists to provide an independent forum for visible minorities to organize, discuss issues, and advance their concerns with respect to individual and collective well-being, professional advancement, and representation within the federal public service (FPS) of Canada. As such, the CFVM strives to participate in and help shape the national identity of our country with the singular objective to ensure that our federal institutions like the FPS are built on the foundations of merit, inclusiveness, respect, integrity, collaboration and professionalism.

1. Official Name

The Community of Federal Visible Minorities (CFVM)

2. Vision

The vision of the CFVM is to help create a barrier-free, inclusive, and representative public service where visible minorities can individually and collectively realize their professional aspirations, based on the principles of merit and in full respect of their rights.

3. Values

CFVM's shall conduct all its business, in full respect of the [Code of Ethics](#) governing the behaviour of federal public servants and values espoused by the FPS.

4. Goals and Objectives

The principal goal of the CFVM is to ensure that the FPS remains representative of the people of Canada, in all its occupational levels, in its organizational and cultural practices, and that any barriers to the advancement and career potential of visible minorities are removed permanently. In this regard, the specific objectives of the CFVM are to:

- 1) Promote the advancement and inclusion of visible minorities at all levels of the FPS so as it becomes reflective and representative of the diversity of Canadian society;
- 2) Identify issues of interest and concerns to visible minorities and raise these issues to the attention of senior decision-makers;
- 3) Promote activities and create fora for visible minority public servants to discuss issues and concerns of mutual interest and advance the interests of visible minorities in the federal public service.;
- 4) Organize professional development activities to advance the profile and role of visible minority public servants; and
- 5) Monitor results and advocate for accountability in matters relating to the progress of visible minorities under federal legislation.

5. Membership

Self-identified visible minority employees working within or retired from the federal public service and its agencies are eligible to be members of the CFVM.

6. The National Executive Officers

The national executive of the CFVM shall consist of five (5) elected office holders:

President: to provide leadership and direction; provide reports at CFVM general meetings and other fora on matters of interest and concerns to the membership; be the chief spokesperson for CFVM; establish dates and locations for annual general meetings.

Vice-President: to assume the duties of the President in circumstances of prolonged absence; ensure appropriate follow-up actions are taken in regards to decisions made at executive meetings, in consultation with the president; attend external meetings with the President.

Treasurer: to attend to all financial matters in accordance with the laws, best practices for financial management in Canada, prepare budgets, financial statements and submit semi-annual financial reports to the CFVM membership and the National Executive.

Secretary: to record and maintain minutes of all meetings; prepare agenda for meetings called by the President; coordinate arrangement for meetings; maintain a contact list of the membership of CFVM; perform other duties as may be directed by the President.

National Assistant Secretary: to assist the Secretary with the above noted duties, and to assume the duties of the Secretary during his/her absence.

7. The Regional Representatives

Role of the Regional Representatives – to provide leadership and to advance the objectives of the CFVM in the regions; to create regional working groups and networks and to establish regional committees as warranted, under the direction of the President.

The regions will have six (6) regional representatives, one in each of the following regions, structured along for organizational and administrative reasons:

- **Atlantic** (Newfoundland and Labrador, Prince Edward Island, Nova Scotia, and New Brunswick),
- **Quebec** (excluding the Outaouais and the National Capital Region);
- **National Capital** (Outaouais, the Ottawa region and inter alia Canadian Foreign Service and armed forces personnel posted abroad),
- **Ontario** (excluding the Ottawa region),
- **Central** (Manitoba, Saskatchewan, and Nunavut),
- **Western** (Alberta, British Columbia, Northwest Territories and Yukon).

8. Terms of office

The national executive will be elected to serve a two-year term. No elected officer may hold the same office for more than two consecutive terms.

9. General Meeting

In consultation with the National Executive of CFVM, the President shall convene and preside over the meeting of the CFVM Members. The meeting shall be conducted as per *Roberts Rules*. The agenda for such meeting shall deal with matters such as:

- 1) Reports on activities;
- 2) Financial matters;
- 3) Elections (if necessary);
- 4) Any motions / resolutions or amendments, and
- 5) Any other business deemed appropriate

10. The Advisory Committee – Role, Composition & Mandate

- 1) The role of the Advisory Committee is to provide sophisticated advice on strategic direction for the CFVM, make recommendations to the President and the national executive on matters concerning the implementing its mandate, and addressing internal governance issues.

- 2) The Advisory Committee shall be comprised of the past-President and five members who may be retired public servants, executives within the public service and others visible minority and non-visible minority individuals who share the CFVM’s vision and who are deemed appropriate.
- 3) Immediate past President - will provide briefings to the President; and is an ex-officio member of the Advisory Committee and as such does not have voting rights.
- 4) The Advisory Committee members will serve two-year terms but will have no voting rights.
- 5) The first Advisory Committee will be determined by the founding members of the CFVM, subsequent membership. In consultation with the National Executive, the Committee will search its own replacements.
- 6) The Advisory Committee will also oversee and supervise elections for the CFVM.

11. Amendments to the Terms of Reference

Amendments to these terms of reference can be effected only at a general meeting of the CFVM and must be approved by 50 percent plus 1 of the members present and voting.

12. Administrative Articles

- 1) **Membership Fees:** Membership fees will be decided after the inaugural meeting. Subsequent changes to the fee structure will be determined by the executive committee for approval at the general meeting of the CFVM.
- 2) **Elections of CFVM:** Only members of CFVM in good standing, having paid their annual membership dues are eligible for National Executive Office.
- 3) **Elections Committee:** The Advisory Committee will select three members to function as an Elections Committee. This committee shall be formed to ensure that the elections are conducted in a fair and transparent manner, that the nomination process is fair and balanced and to ensure that only members in good standing, participate in voting for the National Executive Officers.
- 4) **Removal from office:** Any elected officer or Advisory Committee member can be removed from office for cause (Example: fails to fulfil duties, unjustifiable absences, conduct unbecoming or breach of trust).
- 5) **Filling of Vacant Positions:** When a vacancy occurs, a successor shall be appointed by the President to serve out the remaining term of office until the next general meeting. When the position to be filled is that of the President, the CFVM Advisory Committee will identify a replacement.
- 6) **Financial Responsibilities:** The fiscal year of CFVM shall start on April 1st of each calendar year. Without exception, officers shall conduct all CFVM related financial transactions in compliance with *Financial Administration Act*. All officials shall carry out CFVM business in accordance with the values and ethics policies of the FPS and any potential or real conflict of interest must be brought to the attention to the National Executive and the Advisory Committees. Specifically, the Treasurer is responsible for:
 - a. Maintaining up-to-date financial records;
 - b. Ensuring that all financial decisions are approved by the National Executive;
 - c. Ensuring that all Contracts or other instruments are approved and signed by the President, Vice-President and Treasurer.