

<p>The Education Committee (or Peer Services Committee in its absence)</p> <p>Purpose: The Education Committee is responsible for ensuring quality training is available to SOAR members in the advancement of Peer Supporting and organization effectiveness.</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. Organizing formal peer supporting and group facilitation training programs to train adult survivors of childhood sexual abuse to peer support with adult survivors. 2. Supporting the co-facilitation training. 3. Ensuring the ongoing education of the peer supporting members. 4. Organizing the training of trainers to ensure that S.O.A.R. will be able to offer high quality training to future peer supporters in collaboration with the Peer Services Committee. 5. Participating in evaluations of education services and supports. 6. Reporting to and consulting with the Board of Directors. <p>Membership: Ensure there is at least one Board Member on the committee at all times.</p> <p>Guidelines: Meet once per month or as necessary</p> <p>Responsibilities:</p> <ol style="list-style-type: none"> 1. Ensuring formal peer supporting and group facilitation training programs are offered to train adult survivors of childhood sexual abuse to peer support with adult survivors. <ul style="list-style-type: none"> - Working with the Peer Services Committee to schedule and organize Peer Supporter Training - This includes collaborating with S.O.A.R. trainers to identify, obtain, review and adapt training materials as necessary; collaborating with community partners, if applicable; and organizing the training. 2. Supporting the co-facilitation training. <ul style="list-style-type: none"> - This involves recruiting and/or screening of individuals wishing to become co-facilitators, as well as arranging, overseeing and supporting their training to co-facilitate support groups, workshops or seminars. 3. Ensuring the ongoing education of the peer supporting members. <ul style="list-style-type: none"> - This involves collaborating with the Peer Services Committee to identify the educational needs of the peer supporters; identifying, reviewing, evaluating, sourcing or developing information, materials and training programs as necessary. It includes organizing and delivering or arranging for the delivery of all ongoing education. This education can be obtained in-house or externally and may be delivered in any manner appropriate such as seminars, case discussions, guest speakers, workshops etc. 4. Organizing the training of trainers to ensure that S.O.A.R. will be able to offer high quality training to future peer supporters in collaboration with the Peer Services Committee. <ul style="list-style-type: none"> - This includes identifying S.O.A.R. members who wish to become qualified trainers and who are willing to commit to participating in a practical training course with S.O.A.R. trainers to arrange and oversee their training. 5. Training new Board members about the S.O.A.R. organization and their responsibilities. 6. Participating in evaluations of education services and supports. <ul style="list-style-type: none"> - This means reviewing the evaluation forms submitted by education participants and consulting with trainers, resource people and peer supporters. 7. Reporting to and consulting with the Board of Directors. <ul style="list-style-type: none"> - This means reporting to the Board on a regular basis and ensuring at least one Board member always sits on this committee. Reports will be prepared and submitted prior to each Board meeting and Annual General Meeting as requested by the Board. Reports are to include proposed projects, plans, resource and support requests, as well as updates, results and recommendations. These reports afford an opportunity for the peer supporting members to express their concerns and issues as they emerge and to bring forth their ideas and suggestions for consideration of the Board. 8. Work with the Finance Committee to create an annual budget to be presented at the Annual General Meeting. 	<p>Finance/Fund Raising Committee</p> <p>Purpose: The purpose of the Finance Committee is to ensure adequate funding for S.O.A.R. activities and to account for all financial transactions for S.O.A.R.</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. Solicit information from the Board and all committees regarding required funding and develop plans to acquire the required amounts. 2. Accurately and completely keep the financial books and report to the Board and appropriate jurisdictions such as the Canada Revenue Agency. <p>Membership:</p> <ol style="list-style-type: none"> 1. Treasurer of the Board of Directors is a member of the Finance Committee. 2. Ensure there is at least one Board Member on the committee at all times. <p>Guidelines: Meet once per month or as necessary</p> <p>Responsibilities:</p> <p>Finance</p> <ol style="list-style-type: none"> 1. Implementing financial controls as directed by the Board to protect the Society and the public. 2. Ensuring regular financial reporting and accounting. 3. Arranging for auditing of the Society's financial records and reports. 4. Ensuring accurate tracking, monitoring and accounting of all funds of the Society 5. Developing an Annual Budget in collaboration with the various committees and submitting the budget to the Board of Directors for approval and presentation at the AGM. 6. Reports are to include plans, resource and support requests, proposed fundraising projects, and results of fundraising efforts. 7. Express emerging concerns/issues and to bring ideas and suggestions to the Board. 8. Distributing copies of all grant applications to the appropriate individuals in order that everyone is aware of all reporting date, grant restrictions, etc. 9. Ensuring that the monies obtained through grants and public foundations and organizations are spent as specified in the grant. 10. Reporting to and consulting with the Board of Directors. Prepare and submit a written report prior to each regularly scheduled Board meeting as well as any General and the Annual General Meeting. <p>Fund Raising</p> <p>Obtaining funding for S.O.A.R. and any S.O.A.R. projects:</p> <ol style="list-style-type: none"> 1. Work with Board and all other committees to determine funding requirements 2. Developing and implementing fundraising plans. 3. Conducting fund raising events 4. Pursuing grants 5. Seeking private and corporate donation, etc.
<p>Community Outreach & Public Relations Committee</p> <p>Purpose: The Community Outreach and Public Relations Committee works toward increasing awareness of the impact of childhood sexual abuse on the individual and the community. Members develop, organize and deliver various means of supporting and increasing knowledge of and information to individuals, family and the community by organizing workshops, seminars and presentations.</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. Increasing awareness of the community on the impact of childhood sexual abuse. 2. Making library and resource materials available to survivors, families and community. 3. Promoting S.O.A.R. and its services to all of Nova Scotia. 4. Managing the S.O.A.R. website by ensuring the information is current and the design is user-friendly. 5. Liaising with other community organizations. 6. Political action and advocacy. 7. Reporting to and consulting with the Board of Directors. <p>Membership:</p> <ol style="list-style-type: none"> 1. Ensure there is at least one Board Member on the committee at all times. 2. The S.O.A.R. Mentor may act as a resource to this committee. <p>Guidelines:</p> <ol style="list-style-type: none"> 1. The Community Outreach and Public Relations Committee will meet once per month or as necessary. 2. Two (2) members should attend each event, presentation or workshop. 3. Ad hoc committees associated with events will stand down when the event is completed. 4. Members of S.O.A.R. may be asked, on occasion, to participate in an event. <p>Responsibilities:</p> <ol style="list-style-type: none"> 1. Increasing awareness of the community on the impact of childhood sexual abuse on the individual, the family and the community: <ol style="list-style-type: none"> a. Develop and organize public education/awareness information materials and deliver to survivors, health care professionals, clergy and educational institutions. b. Provide information booths at public events such as health fairs, workshops, secondary education information days, and community events. c. Respond to topics related to childhood sexual abuse or the Peer Support Program when attending public events. 2. Making library resources and educational information pertaining to childhood sexual abuse available to all survivors, their families, support persons and the community. 3. Promoting S.O.A.R. and its services within Nova Scotia. <ol style="list-style-type: none"> a. Identify, develop and carry out public relations strategies such as interviews with the media, attend 	<p>Membership Committee</p> <p>Purpose: The Membership Committee is responsible for retaining members and maintaining membership records.</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. Make new members feel welcome. 2. Encourage participation in S.O.A.R. peer support activities, organizational committees, and the Board. 3. Work with the Nomination Committee to ensure the Board is properly staffed with broad representation from the membership and the wider community. 4. Maintain accurate records of members and their requirements, such as paid dues, criminal record checks, and training. <p>Membership:</p> <ol style="list-style-type: none"> 1. Ensure there is at least one Board Member on the committee at all times. 2. At least one regular S.O.A.R. member. 3. The S.O.A.R. Coordinator/Peer Mentor is a member of the membership committee. <p>Guidelines:</p> <ol style="list-style-type: none"> 1. The Membership committee will meet once every two months or as necessary. 2. At least one member must be responsible for accurately maintaining a membership list. <p>Responsibilities:</p> <ol style="list-style-type: none"> 1. Make new members feel welcome by: <ol style="list-style-type: none"> a. Making available to the public proper application forms b. Making available to potential members accurate Criminal Record Check forms and requirements c. Orienting new members to S.O.A.R. by providing access to S.O.A.R.'s website and relevant print materials. d. Promptly adding new members to the appropriate distribution lists, both email and telephone. 2. Encourage members to participate in S.O.A.R. peer support activities, organizational committees, and the Board by: <ol style="list-style-type: none"> a. Making available to the membership an accurate list and description of peer support activities b. Making available to the membership an accurate list and description of all standing organization committees c. Making available to the membership an accurate list of the Board members, their position on the board, and their tenure. 3. Work with the Nomination Committee to ensure the Board is properly staffed with broad representation from the membership and the wider community by: <ol style="list-style-type: none"> a. Maintaining an accurate list of the Board of Directors, the offices held, and their tenure. b. Consulting with the Board of Directors to identify skills the Board needs and provide this

<p>education events, social media and presentations.</p> <ol style="list-style-type: none"> b. Develop and arrange for printing and distribution of flyers, brochures and promotional materials. c. Develop poster campaigns, newspaper articles and organizing the S.O.A.R. display board at workshops or events organized by other community groups. <ol style="list-style-type: none"> 4. Managing the S.O.A.R. website: <ol style="list-style-type: none"> a. In collaboration with the Website Administrator, ensuring the design is user-friendly. b. Regularly reviewing the website for outdated or incorrect information and for opportunities to improve it. 5. Liaising with other community organizations including: <ol style="list-style-type: none"> a. Nova Scotia Health Authority and the Sexual Violence Peer Support Network (SVPSN) to facilitate communications and foster cooperation for the best utilization of the limited resources within our communities. b. Community Health Boards and community-based organizations such as, Family Violence, Advisory Council on Sexual Violence and the Mental Health Strategic Planning Committee to foster positive influences on, and having a voice in, decision making and change as they affect all health consumers, especially survivors of childhood sexual abuse. 6. Political action & advocacy. Press statements may be drafted by this committee and submitted to the Board for approval before releasing it to the media. 7. Reporting to and consulting with the Board of Directors. <ol style="list-style-type: none"> a. Communicating with the Board on a regular basis. b. Preparing and submitting a written report prior to scheduled meeting of the Board as well as each general and Annual General Meeting. c. Reports include proposed projects, plans, resource and support requests and results and recommendations to afford an opportunity for the committee to express concerns/issues, recommendations and suggestions for consideration. 8. Work with the Finance Committee to create an annual budget to be presented at the Annual General Meeting. 	<p>information to the Nomination Committee.</p> <ol style="list-style-type: none"> 4. Maintain accurate records of members and their requirements by: <ol style="list-style-type: none"> a. Keeping and maintaining a list of all members that contains: <ol style="list-style-type: none"> i. Active/Inactive/Leave of Absence status ii. Dues paid iii. Trained for Peer Support iv. Committee membership v. Date of last Criminal Record Check and Vulnerable Persons check vi. Any other information relevant to S.O.A.R. membership b. No information shall be kept on a member that is not directly related to membership within S.O.A.R. 5. Inform relevant committees of resignations we become aware of, such as the Telephone Subcommittee via the Community Outreach and Public Relations Committee. 6. Reporting to and consulting with the Board of Directors. <ol style="list-style-type: none"> a. Communicating with the Board on a regular basis. b. Preparing and submitting a written report prior to scheduled meeting of the Board as well as each general and Annual General Meeting. c. Reports include proposed projects, plans, resource and support requests and results and recommendations to afford an opportunity for the committee to express concerns/issues, recommendations and suggestions for consideration. 7. Work with the Finance Committee to create an annual budget to be presented at the Annual General Meeting.
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<p>Peer Services Committee</p> <p>Purpose: The Peer Services Committee serves as the backbone of Survivors of Abuse Recovering (S.O.A.R.), ensuring that members who provide peer support are well trained, effective and are themselves given support throughout their peer supporting experience. Members of this committee must be ready to address peer support concerns from peers, clients and the public. The Peer Services Committee can mandate remedial actions when needed and any complaints that are peer support based are addressed to this committee.</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. Oversee the quality of peer support services provided to adult survivors of childhood sexual abuse in all areas served by S.O.A.R. in a confidential, timely and effective manner. 2. Ensure the quality of referral activities with the S.O.A.R. Mentor. 3. Ensure the provision of support to Peer Supporters. 4. Ensure evaluation of Peer Support Services. 5. Ensure ongoing education for Peer Supporters is offered at monthly meetings, in conjunction with the Education Committee. 6. In collaboration with the Education Committee, ensure Peer Support training programs are offered annually or as necessary to recruit and train new Peer Supporter volunteers. 7. Evaluate the training program to ensure its relevancy to peer support best practices. 8. Liaise with the Certification Committee as necessary. 9. Receive and evaluate complaints and provide results to all parties involved in the process. 10. Report to and consult with the Board of Directors. <p>Membership: Ensure there is at least one Board Member on the committee at all times.</p> <p>Guidelines: Meet once per month or as necessary</p> <p>Responsibilities:</p> <ol style="list-style-type: none"> 1. Address any issues or concerns that arise from the evaluation of the completed Client Questionnaires and bring unresolved issues to the Board. 2. Ensure yearly peer supporter training is provided to perspective trainees. 3. Hire trainers to facilitate the Peer Supporter Training sessions when necessary. 4. Supervise and ensure continuation of the Mentorship Program. 5. Ensure mentorship is available to all Peer Supporters. 6. Communicate with Certification Committee to ensure all peer supporters are certified and requirements regarding their training and certification are up to date. 7. Ensure that mandated ongoing educational opportunities take place and are attended by peer supporters as they are compulsory (monthly Peer Supporter Group meetings, Mental Health First Aid, ASIST etc.) (On hold for discussion at next PSC meeting and input from Education Committee) 8. Ensure complaints are evaluated and an answer is provided to all parties involved in the complaint process. If certification or decertification of a peer supporter is suggested to resolve the complaint, a representation of the Certification Committee will be requested to be part of the complaint process. 9. Reporting to and consulting with the Board of Directors. <ol style="list-style-type: none"> a. Communicating with the Board on a regular basis. b. Preparing and submitting a written report prior to scheduled meeting of the Board as well as each general and Annual General Meeting. c. Reports include proposed projects, plans, resource and support requests and results and recommendations to afford an opportunity for the committee to express concerns/issues, recommendations and suggestions for consideration. 10. Work with the Finance Committee to create an annual budget to be presented at the Annual General Meeting. <p><i>I don't understand the graphic below – Why is Nomination and Finance committee at a different level than the other 3 committees?</i></p>	<p>Nominating Committee</p> <p>Purpose: The Nominating Committee is responsible for finding suitable new Board members to be presented at each Annual General Meeting.</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. Ensure there is a full complement of Board Members at all times, in accordance with S.O.A.R.'s By-Laws 2. Ensure that the members of the Board are representative of S.O.A.R. and the community at large <p>Membership: The Nominating Committee may be comprised of one or more S.O.A.R. members.</p> <p>Guidelines: Meet once per month or as necessary.</p> <p>Responsibilities:</p> <ol style="list-style-type: none"> 1. Interview each Board member annually to confirm their intention of remaining with the Board for the next fiscal year or their departure. 2. Search within S.O.A.R. and the wider community for any and all required Board member replacements. 3. In consultation with the Board, determine the appropriate representation and skills required of prospective Board members. For example, the Board may wish to have representatives of the peer supporters, family members of a peer, the professional mental health community, and the wider community at large. 4. Report to and consult with the Board of Directors. <ol style="list-style-type: none"> a. Communicate with the Board on a regular basis. b. Prepare and submit a written report prior to scheduled meeting of the Board as well as each general and Annual General Meeting. c. Reports include proposed projects, plans, resource and support requests and results and recommendations to afford an opportunity for the committee to express concerns/issues, recommendations and suggestions for consideration. 5. Work with the Finance Committee to create an annual budget to be presented at the Annual General Meeting.
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