

CPF Bylaw Committee Report 2021 AGM

In October last year at the AGM, the membership approved amendments to the CPF National Bylaws. The document as approved was deposited with Corporations Canada and posted on the CPF National website for reference in December.

There were specific items within the proposed Bylaws that were removed, by request of the CPF ON Branch. The Chair of the Bylaw committee held one meeting in November with the CPF ON Branch to review the concerns, to answer questions and clarify understandings. The input has been documented and actions taken as required. Also in November, the last Bylaws of the final CPF Branch requiring approval were adopted by their membership.

While the Bylaw Committee only met on Bylaw related items once early in the year, work continued at the operational level to implement updates of governance and administrative policies to ensure alignment of documents, protocols, and procedures with the amended Bylaws.

Following the training provided to the Council of Executive Directors by David Weiss, “Scenario Plans in Uncertain Times”, governance documents were updated with the idea of how-to de-risk the organization, taking into consideration health and safety, working remotely, technology use and cybersecurity.

The CPF National Policies were reviewed in November 2020. These are posted on the CPF National website for reference. Work was completed to finalize the CPF Branch CHT Policies guiding Chapters and Teams. These were posted in February 2021. This document includes an agreement form to engage CPF Teams where there is no CPF Chapter established. This is a new approach being piloted to support volunteer engagement in some regions.

A draft affiliation agreement document has been created to help address questions related to the legal and governing relationship between CPF National and Branches. This draft will be further shared for Network Feedback in the coming months.

Administrative support documents reviewed and updated include: the CPF Chapter Manual and Volunteer Handbook, the CPF Network Employment Handbook including adding procedures related to cybersecurity and remote work as this became an important risk management consideration in the last year. Templates for CPF employment contracts, job descriptions and performance reviews were circulated for input. The CPF Network Oversight Checklist was updated, and training was provided to the Council of Executive Directors. The CPF National Communiqués provided brief items to bring attention to these considerations to all CPF Network leaders.

I would like to thank Committee Members Diane Tijman, Betty Gormley and Nicole Thibault for their willingness to ensure that CPF’s governance documents are complete and relevant.

Respectfully submitted,

Nancy McKeraghan,

Chair CPF National Bylaw Committee