



CANADIAN
UNITARIAN
COUNCIL

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DU CANADA



Unitarian Universalist
United Nations Office

CANADIAN UNITARIAN COUNCIL UNITED NATIONS ADVISORY COUNCIL

**Terms of Reference
March 2013**

I. Purpose

- 1) The purpose of the Canadian Unitarian Council United Nations (CUC UN) Advisory Council (or, the "Council") is to provide the Canadian Unitarian Council (CUC) with policy and operational advice and support regarding the activities and programs of the United Nations Office (UU-UNO) of the Unitarian Universalist Association (UUA) and regarding UN related issues of interest to Canadian Unitarians. [Note: The UU-UNO is now governed by the UUA, and the CUC has governing power over the Canadian participation in the UU-UNO within the UUA setting, as specified in the "Partnership Agreement Between the CUC and the UUA regarding the UU-UNO"].
- 2) The purpose of the Council also includes strengthening the relationship of UU-UNO and the CUC by establishing a working relationship between the two organizations that will not diminish the previous relationship enjoyed by both Americans and Canadians in the previous UU-UNO.
- 3) The institutions and relationships thus established are intended to serve as a model for an international United Nations organization for Unitarian Universalists that will advance the goal of world community with peace, liberty, and justice for all [the 6th Principle].

II. Accountability

- 1) The CUC UN Advisory Council is accountable to the CUC Board through its Executive Director (ED), recognizing that all minutes of Council meetings, once approved, will be shared with the Canadian members of the UU-UNO Advisory Board. Where appropriate, suggestions and advice that deal with the UU-UNO will be dealt with by the Executive Director and/or the two Canadian representatives on the UU-UNO Advisory Board, with the approval of the Executive Director.

III. Responsibilities and Deliverables

- 1) The roles and responsibilities of the CUC UN Advisory Council include:
 - a. Reviewing annually the CUC/UUA agreement and make recommendations for any suggested changes;
 - b. Developing expertise on the CUC/UUA agreement regarding UU-UNO support, administration and functioning;
 - c. Making recommendations for Canadian involvement and appointments to UU-UNO committees to be proposed by the Executive Director and/or the Canadian representatives on the UU-UNO Advisory Board;
 - d. Developing recommendations for outreach and management of the UU-UNO Envoy program in Canada, including recommendations for best practices for congregations, building on past practices and best practices as described in the UU-UNO Envoy guide;
 - e. Supporting the CUC in developing and strengthening the network of UN envoys in Canadian congregations;
 - f. Supporting the CUC office in its UN and UU-UNO related outreach and communication to constituents, Envoys, donors and others;
 - g. Supporting the CUC in outreach regarding UU-UNO programs and activities; and
 - h. Supporting the CUC in developing and implementing Canadian UN related activities and initiatives, including a website or website page.

- 2) The deliverables of the CUC UN Advisory Council include:
 - a. Verbal and written recommendations for CUC consideration;
 - b. Communication material (e.g. commentary and articles) for the Canadian Unitarian, for the CUC website, the UU-UNO website and other media;
 - c. Once a year, a report of the work of the past twelve months and the proposed work for the coming twelve months.

IV. Composition of the Council

- 1) The CUC UN Advisory Council will consist of up to seven voting members. Ideally, the members will be drawn from all four of the CUC regions, and include an ordained minister and a youth and/or young adult. In addition, the two Canadian representatives to the UU-UNO Advisory Board and the CUC Executive Director (or designate) will be non-voting members whose main responsibility will be information sharing and advice.

- 2) The CUC Executive Director will invite participation in the Council through a nomination process to be held every two years from which the Executive Director and the two Canadian representatives to the UU-UNO Advisory Board will select appropriate candidates for Board endorsement.

- 3) The criteria of selection will include the following:
 - a. Demonstrated strong commitment to the CUC, to the UN and the UU-UNO.
 - b. Access to email, internet and phone
 - c. Ability and time to contribute appropriately to following through Advisory Council business and maintaining communications, all toward fulfilling the Advisory Council's purpose and deliverables.
- 4) Initial appointments will be for two years, with the possibility for extensions. Two year terms that are left incomplete may be filled by candidates selected by the Council itself, on the advice of the Executive Director. Such candidates may be considered for nomination during the next nomination period.
- 5) The Council will be led by a Chair or Co-Chairs, who will be appointed by the CUC Executive Director and ratified by the Board. The main role of the Chair/Co-Chairs will be to call and facilitate meetings, to carry out the mandate of the Advisory Council, and to represent the Advisory Council. Additional specific roles and tasks for members may be designated, as appropriate.
- 6) The Council and Executive Director may jointly decide to establish committees and working groups to focus on certain responsibilities and deliverables. Members of these committees and/or working groups may be Advisory Council members and other interested Unitarians. Committees/ working groups will be led by Advisory Council members. Any recommendations developed by the working groups and committees will be reported to the Advisory Council.

V. Governance

- 1) Recommendations and other decisions of the CUC UN Advisory Council will be by consensus where possible or at least through a simple majority opinion, to ensure that the CUC is provided with advice which has been approved by the Council.
- 2) To ensure the Council is able to work effectively to fulfill its purpose, the Executive Director and the Canadian UU-UNO Advisory Board representatives will provide the Council in a timely manner with all relevant information, including documents and updates on UU-UNO activities and UU-UNO Advisory Board work meetings, as well as CUC decisions and activities. Similarly, the CUC UN Advisory Council will aim to ensure that the UU-UNO Advisory Board is kept informed of CUC UN Advisory Council activities through the Canadian representatives on the UU-UNO Advisory Board.

VI. Operations

- 1) The CUC UN Advisory Council will work largely via emails and conference calls. Council meetings will be monthly or bimonthly and take place via teleconference or webinar (when members have the appropriate technology) or where convenient in

connection with other CUC meetings at which members may be attending. Council members will aim to organize meetings with Envoys and other interested Unitarians as part of, or in conjunction with, CUC conferences and the Regional Fall Gatherings.

VII. Resources / Budget

- 1) The CUC UN Advisory Council will be provided with administrative support by the CUC office to hold teleconferences and in other areas, if deemed appropriate by the Executive Director, and subject to budgetary constraints.
- 2) Any costs that are incurred by Council members for which they expect reimbursement in the course of their work must be approved in advance by the ED.

VIII. Notes

- 1) The CUC UN Advisory Council is being established following the Partnership Agreement between the CUC and the UUA regarding the UU-UNO signed 22 April, 2011, and renewed annually by both parties.
- 2) The Council builds on the significant contribution by Canadians to the past work and successes of the UU-UNO.
- 3) The Council will respect all CUC bylaws and procedures in its work, and will use past CUC resolutions to advance its work, as feasible.
- 4) The Council will provide copies to the CUC Office of any documents it develops (e.g. contact information, meeting minutes, reports), to ensure corporate memory.

IX. Review

- 1) The CUC UN Advisory Council will make recommendations for a finalized Terms of Reference for their own functioning within one year of their first meeting.
- 2) All recommendations for changes to the Terms of Reference will be brought forward by the Council or the CUC Executive Director to be ratified by the CUC Board on the advice of the Executive Director.