

IRANIAN COMMUNITY OF MANITOBA (ICM)

PERSIAN LANGUAGE COMMITTEE (PLC)

TERMS OF REFERENCE

(Final Revision: December 09 2011)

TITLE: V j g " p c o g " q h " v j g " e q o o k v v g g " u j c m " d g " ö R g t u k e p " N c p i w c i g " E q o o k v v g g ö

PURPOSE: To teach Persian language and promote Iranian culture

JURISDICTION: City of Winnipeg

OBJECTIVES

Objective I: Organize the curriculum of the classes, find volunteer teachers and offer Persian language courses in the city of Winnipeg.

Objective II: Establish and operate a Persian Language Learning Centre.

MEMBERSHIP

Members: Membership in this committee is voluntary and upon ICM board approval. The number of members will be limited to facilitate discussion and decision making. There will be a minimum of 4 and a maximum of 8 members during the academic year. Committee members will cease to be a member of the Committee if they:

- Resign from the committee.
- Fail to attend 4 consecutive meetings without providing explanation to the chairperson.
- Is suspended or removed from the Committee chvgt " K E O " D q c t f ö u " c r r t q x c i " due to:
 - breaching confidentiality;
 - non-compliance with the guidelines of the ICM Constitution and by-laws;
 - financial fraudulence
 - improper use of ICM resources
 - proven criminal offences in the court of law

A committee member may be suspended or removed with the just cause by vote of the majority of the Committee, after reasonable notice and opportunity to be heard by the ICM Board.

Resignation: A committee member may resign by delivering his/her written resignation to the chair of the Committee. Such resignation shall be effective upon receipt (unless specified to be effective at some other time).

Terms: Members will be assigned for twelve months from 1st of July of each year until 31st of June of the following year.

ELECTION

The chair officer shall be a member of and assigned by the ICM board. The other officers (vice-chair, financial officer and secretary) will be a member of the committee and shall be elected by the Committee at their first meeting following presence of new members of the Committee.

ROLES and RESPONSIBILITIES OF THE OFFICERS

1-CHAIR OF THE COMMITTEE: The chair will be the liaison person between the ICM and the Committee. Her/his responsibilities include:

- Preparing the meeting agenda, scheduling meetings, and notifying the committee members of the upcoming meeting;
- Moderating the Committee
- Summarizing the action items and results of each session.

In the absence of Chair of the Committee, the assigned ICM Board member will serve as the ICM Board Liaison.

2-VICE-CHAIR: Vice-chair shall be elected by the committee members. The vice-chair shall have and may exercise all the responsibilities and duties of the chair during the absence of the chair.

3-SECRETARY: The secretary shall record and maintain all minutes of the committee meetings. The minutes shall be open at all reasonable times to the inspection of any member of the committee until approved by all Committee members.

4-FINANCIAL OFFICER: The financial officer shall be in charge of the financial affairs and funds. (S)he shall have the duty of preparing all the expense documents to be reported to the treasurer of the ICM.

DECISION MAKING

Decision-making at committee meetings shall strive first for consensus and then will use majority votes. Decisions can only be in effect if the majority votes of the present members are equal or higher than the simple majority numbers of the Committee members.

COMMITTEE MEETINGS

Quorum: A quorum of members must be present before a meeting can be official. More than 50% of the members must be present for the meeting to proceed.

Frequency: Providing the presence of the quorum, the committee meetings shall be held every other week. The day/time of the meetings shall be set by the Chair and upon the agreement of the Committee members. In order to facilitate communication, the Persian Language Committee shall have at least two joint meetings annually with the ICM board.

External persons: External persons may be invited to attend the meetings upon the consensus of the committee members to provide advice and/or assistance where necessary. They have no voting rights and may be requested to leave the meeting at any

time by the chairperson.

Ethics: To promote a peaceful work environment, all members of the committee shall follow mutual respect and understanding in their discussions with each other.

ACCOUNTABILITY

- The Persian Language Committee shall report to the ICM Board of Directors.
- The ICM Board shall oversee the committee's operations.
- All the Persian Language Committee products belong to the ICM and shall be easily accessible by the ICM Board for future reference or use.

LIABILITY

If acted within the set rules and policies (see Persian Language Classes Rules and Policies document), all members of the Persian Language Committee shall be free of any legal obligation and the ICM board shall accept all the liabilities from all sorts in regard to the Persian Language Committee acts and operations.