

Terms of Reference OR SHALOM Special Resettlement Initiative (OSSRI)
REVISED DRAFT : June 28th, 2023

FOR Approval by the Board of Or Shalom

1. BACKGROUND

The Or Shalom community has sponsored refugees since the 1970's. We have welcomed and supported families fleeing Viet Nam, Bosnia, India (Tibetans) and most recently, Iraq and Syria. In 2015, the ad hoc Or Shalom Special Resettlement Initiative (OSSRI) was created in response to the Syrian Refugee crisis. The board of Or Shalom has generously supported the activities of OSSRI by issuing tax receipts for donations and providing administrative support. The community of Or Shalom continues to support OSSRI through donations (both financial and in-kind) and many volunteer hours.

2. MANDATE

To engage Or Shalom members in the important, ongoing work of refugee resettlement that reflects Or Shalom's core values of improving the world through *Tikkun Olam* and *Tzedakah*.

3. MEMBERSHIP

- a) Any member of Or Shalom and/or the greater Vancouver community is eligible to become an active member of the OSSRI Steering Committee or any of its subcommittees.
- b) Steering Committee meetings are open to staff and members of the Or Shalom community on a non-voting basis.
- c) The Steering Committee will determine its membership and table officers annually at its first meeting in September.
- d) The Quorum will be 50% of the members of the Steering Committee but not less than 4.

4. ACTIVITIES

- a) Fundraising to meet resettlement and sponsorship costs;
- b) Securing sponsorship agreements with Sponsorship Agreement holders (SAH's);
- c) Completing Canadian Government immigration requirements;
- d) Liaising with:
 - SAH's
 - government agencies
 - other partners and/or sponsorship groups (Mosaic; ISS; other faith groups, etc.)
 - other related NGO's and volunteer groups;
- e) Building partnerships and collaborating with other community groups involved in resettlement;
- f) Facilitating arrival and welcoming of refugees;
- g) Creating support teams as required for first year residency in Canada;
- h) Securing affordable accommodation and meeting other basic settlement needs;
- i) Developing policies governing which resettlement needs will be supported;
- j) Developing policies, criteria and priorities around sponsorship choices;
- k) Advocating on behalf of refugees with government agencies and elected officials at the municipal, provincial and federal level;
- l) Creating periodic opportunities to educate and engage community members in work of multiculturalism and resettlement through bringing new people to our country.

5. AUTHORITY

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- a) Develop an annual project budget and fundraising plan.
- b) Liaise with the Or Shalom Strategic Financial Planning Committee with regard to fundraising plans and activities.
- c) Through OSSRI's Or Shalom liaison request appropriate use of Or Shalom resources from the Staff Supervisor including staff time, issuing of tax receipts, electronic communications, Zoom, building scheduling and website updates, as capacity and resources allow
- d) The committee has the authority to develop budget and fundraising plans, implement approved plans, select sponsorship targets, partner with Sponsorship Agreement Holders (SAHs), organize volunteers, coordinate the settlement of the families, build partnerships with other organizations and otherwise complete the functions of the committee.

6. STEERING COMMITTEE OPERATING STRUCTURE

- a) The OSSRI Steering Committee will annually select a chair or co-chairs. The chair or co-chairs of OSSRI will be members of Or Shalom. They will be responsible for preparing agendas, scheduling and chairing meetings.
- b) The OSSRI Steering Committee will appoint a minute-taker at each meeting who will be responsible for preparing and circulating minutes and action items to the committee in a timely fashion.
- c) Decision-Making: The Steering Committee will attempt to achieve consensus on all issues. When that isn't possible, the decision will be determined by a majority vote.
- d) Meetings will take place at least once per quarter, or more often required/requested by the members.
- e) Date/time of meetings will be decided through Doodle Poll sent out a few weeks ahead of the meeting.
- f) As required, the Steering Committee may establish sub-committees such as support teams to prepare for and work with specific groups of refugees.
- g) The Steering Committee will invite the Board of Or Shalom to nominate a member of the board to join the Steering Committee and act as Liaison to OSSRI. The liaison will be responsible for presenting regular reports to the Board (in consultation with the Steering Committee) and reporting back after board meetings.

7. ACCOUNTABILITY

- a) make regular reports on its activities (including advocacy) to the board of directors through the board liaison
- b) provide an annual report to the Or Shalom community at the AGM;
- c) document and provide receipts and explanation for all expenses incurred through its activities as authorized within the budget;
- d) conduct a yearly review of its work to determine its effectiveness;
- e) undertake an annual review of the Terms of Reference and, where appropriate, recommend changes to the Board