

# GRANDE PRAIRIE ABORIGINAL CIRCLE OF SERVICES



## VISION

**A FUTURE WHERE OPPORTUNITIES AND PROSPERITY  
ARE EVIDENT IN THE LIVES OF ABORIGINAL PEOPLE**

## MISSION

**GRANDE PRAIRIE ABORIGINAL CIRCLE OF SERVICE IS  
COMMITTED TO WORKING IN PARTNERSHIPS THROUGH  
ADVOCACY AND EDUCATION TO CREATE A SAFE AND  
SUPPORTIVE ENVIRONMENT FOR EVERYONE**

# Grande Prairie Aboriginal Circle of Services

## Terms of Reference

#	ITEM	DETAILS
1	<b>NAME</b>	Grande Prairie Aboriginal Circle of Services (GPACOS) 214 Place South, 4 <sup>th</sup> Floor, 10130-99 Ave Grande Prairie, Alberta , T8V 2V4 <u>Attn:</u> Aboriginal Programs and Services
2	<b>GENERAL PURPOSE</b>	GPACOS is an inter-agency group that works in partnership to strategically plan and strengthen services for Aboriginal people in the Grande Prairie area. GPACOS is committed to: <ul style="list-style-type: none"> <li>▪ promoting awareness of our rich cultural heritage to the general public,</li> <li>▪ identifying Aboriginal issues and informing community service providers/agencies,</li> <li>▪ identifying Aboriginal leaders in the community,</li> <li>▪ networking and partnering with service providers/agencies and other supportive organizations,</li> <li>▪ improving access to services for the Aboriginal population,</li> <li>▪ identifying and creating an awareness of available community resources, and</li> <li>▪ strengthening the Aboriginal community in further development of creatively addressing community issues in culturally appropriate ways.</li> </ul>
3	<b>MEMBERSHIP &amp; COMPOSITION</b>	Membership is open to individuals and organizations that deliver services/supports within the Aboriginal community.  A consensus model will be utilized whenever possible as the decision making method. If consensus cannot be reached a simple majority vote of those members in attendance shall be utilized. Only one vote per organization is permitted.  NOTE: Every member of GPACO has one vote.
4	<b>MEETINGS</b>	Meetings will be held on the fourth Tuesday of each month.  Meeting location to be determined by the Co-Chairs  Meetings start at 10:00am and conclude at 12:00pm.  Members are encouraged to gather at 9:30am for sharing and fellowship.

	MEETINGS Continued	<u>Meeting Format:</u> <ul style="list-style-type: none"> <li>▪ Welcome and Opening Prayer</li> <li>▪ Circle of introductions</li> <li>▪ Agenda review and approval</li> <li>▪ Additional items</li> <li>▪ Minutes review and approval</li> </ul>	<ul style="list-style-type: none"> <li>▪ Unfinished business - action</li> <li>▪ New business - action</li> <li>▪ Correspondence - action</li> <li>▪ Member updates (round table)</li> <li>▪ Adjournment and Closing Prayer</li> </ul>
5	<b>ACTIVITY</b>	<p>Participation is voluntary however, members are expected to attend, share information, network, mentor and actively participate at regularly scheduled meetings.</p> <p>Traditional ceremonies are an intrinsic element of each meeting.</p>	
6	<b>LEADERSHIP &amp; GOVERNANCE</b>	<p><u>Co-Chairs</u></p> <ul style="list-style-type: none"> <li>▪ GPACOS will elect two Co-Chairs.</li> <li>▪ Elections will be held annually at the April meeting.</li> </ul> <p><u>Financial Committee</u></p> <ul style="list-style-type: none"> <li>▪ Will include a minimum of four members.</li> <li>▪ Four members will volunteer to have signing authority for the GPACOS bank account.</li> <li>▪ Two signatures will be required for GPACOS cheques.</li> <li>▪ All expenditures will be approved by GPACOS membership prior to events occurring.</li> <li>▪ Terms will be renewed as needed.</li> </ul> <p><u>Administrative Support</u></p> <ul style="list-style-type: none"> <li>▪ Is provided by a member organization; GoA Human Services.</li> </ul> <p>The operating year shall be April 1 - March 31.</p>	
7	<b>REPORTING</b>	<p>The following reports, for information, will be generated:</p> <ul style="list-style-type: none"> <li>▪ Meeting Minutes, for distribution to members after each meeting.</li> <li>▪ Agendas, for distribution to members three days before each meeting.</li> <li>▪ Annual Report, including a year-end financial statement, for distribution to members and other municipal and community key players as determined by the members.</li> </ul> <p>NOTE: the <i>Declaration Strengthening Relationships between the City of Grande Prairie and Urban Aboriginal People, signed June 23, 2013</i>, is to be included in each annual report.</p>	
8	<b>COMMITTEES</b>	<p>GPACOS may, from time to time establish committees to carry out defined projects.</p> <ul style="list-style-type: none"> <li>▪ Committees are Ad Hoc by design and dissolved at a determined time.</li> <li>▪ GPACOS must clearly define the committee's purpose.</li> <li>▪ Expectations for follow-up will also be determined.</li> <li>▪ Committees must identify a lead.</li> </ul> <p>Standing committees may be established as required and approved by the members. These committees are expected to provide ongoing support to GPACOS in a defined area of work.</p>	

9	<b>RESOURCES</b>	<p>Finances will be managed by the Financial Officer who will report to the membership at each regularly scheduled meeting.</p> <p>From time to time, members will be asked to provide assistance in support of GPACOS.</p>
10	<b>COMMUNICATION</b>	<p>External communication is the responsibility of the Co-Chairs, or their designate.</p> <p>Internal communications is the responsibility of the Co-Chairs, usually assigned to administration.</p> <p>Agenda items must be received by administration not less than five (5) working days prior to the scheduled meeting.</p>
11	<b>PROMOTION &amp; RECOGNITION</b>	<p>Newspapers, radio, posters and the community channel provide venues for GPACOS news, information and event publicity.</p> <p>Members are considered ambassadors for GPACOS and will speak positively when occasions are presented.</p> <p>GPACOS will celebrate successes and honour member achievement as determined.</p> <p>Ad Hoc and Standing Committees may be recognized as determined by the members.</p>
12	<b>REVIEW &amp; EVALUATION</b>	<p>The Terms of Reference will be reviewed once per year in April.</p> <p>The Annual Report will be reviewed to determine the success of the past year and identify opportunities that will move GPACOS forward.</p>
13	<b>DISOLUTION</b>	<p>Should GPACOS dissolve, all assets, including monies held in accounts will be distributed to a recognized charity determined by the members.</p>