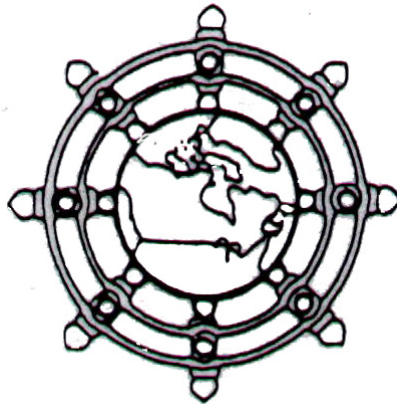


**JODO SHINSHU BUDDHIST TEMPLES OF CANADA
WOMEN'S FEDERATION**

TERMS OF REFERENCE



DRAFT v1.2

As of Oct 4, 2018

TABLE OF CONTENTS

1. VISION	3
2. MISSION / SCOPE	3
3. MEMBERSHIP	3
4. AUTHORITY	4
JSBTCWF Members	4
JSBTCWF Executive	4
Ministerial Advisor	4
Secretary General	4
Subcommittees	5
5. MEETING ARRANGEMENTS.....	5
WF Executive Committee	5
WF Annual General Meeting (AGM).....	5
6. REPORTING	5
7. BUDGET	5
8. DELIVERABLES	6
9. DOCUMENT REVIEW	6
ToR Timeline	6
Frequency	6
Definitions.....	7

The JSBTC Women’s Federation (WF) is proud to be a Standing Committee of the Jodo Shinshu Buddhist Temples of Canada (JSBTC).

1. VISION

2 examples of Vision for consideration - asking the WF membership to please provide input or feedback:

- a. A national community of Jodo Shinshu followers who live the life of Dharma and work together to promote and be a resource to share (or spread) the teachings of the Buddha.

OR

- b. Under the guidance of Shinran Shonin's teaching, we will strive to receive Amida Buddha's aspiration that all beings will live a life of true happiness, and follow the path together to realize a society in which everyone is able to live a life of spiritual fulfilment.
 - Diligently listen to the Dharma.
 - Enlarge the circle of Nembutsu followers.
 - Endeavor to follow the path in accord with Amida Buddha's aspiration.

The two options reflect the committee's research on a number of mission/vision statements from Jodo Shinshu organizations (e.g. Hawaii WF, BCA WF, Minister's Association, World WF, JSBTC, and Living Dharma Centre). Our research also looked at the historical objective of the Canadian WF and some of the statements that came up at the AGM.

2. MISSION / SCOPE

The Mission of the Jodo Shinshu Buddhist Temples of Canada Women's Federation (JSBTCWF or WF) is to participate in activities that broaden awareness of the Dharma, promote camaraderie amongst women, support education in Jodo Shinshu Buddhism, and support national and international charitable causes.

The JSBTCWF will engage in activities to achieve their vision and will endeavor not to overlap where the primary responsibility lies with the Jodo Shinshu Buddhist Temples of Canada (JSBTC), the Office of the Bishop, the Ministerial Association (MA), or the Living Dharma Centre (LDC).

The JSBTCWF is a national entity that offers a distinctively female perspective. It is a Member District of the World Buddhist Women's Association (WBWA) and will operate within their bylaws to the best of their ability.

3. MEMBERSHIP

Membership in the JSBTCWF will be open to interested individuals of a Jodo Shinshu Buddhist organization in Canada with like-minded aims and objectives. Members or groups may apply to the JSBTCWF for registration.

Individuals outside of the jurisdiction of such organizations may apply to the JSBTCWF for 'individual non-voting' membership.

4. AUTHORITY

JSBTCWF Members

The JSBTCWF membership has the responsibility and authority to:

- Support the JSBTCWF Executive Committee, member Temples, and Member District of the World Buddhist Women's Association (WBWA).
- Make decisions based on the Terms of Reference.
- Send a delegation with voting privileges to the JSBTCWF Annual General Meeting.
- Elects, at an Annual General Meeting, a minimum of 4 individuals to be the WF Executive Committee.
- Contribute to the development of the JSBTCWF.

JSBTCWF Executive

The JSBTCWF Executive Committee has a 2-year term of office with another 2-year commitment encouraged. They have the responsibility and authority to:

- Carry out decisions made by the WF membership.
- Provide regular updates to the membership and the JSBTC Board as required.
- Communicate decisions made for or on behalf of the WF membership to the members and the JSBTC Board.
- Report and corroborate the financial information to the members of the WF along with the meeting minutes.

Ministerial Advisor

The general duties of the Ministerial Advisor who is assigned to the WF by the Bishop and the Ministerial Association is to:

- Attend WF meetings, including the AGM, as Advisor.
- Provide updates to the WF on MA and Bishop activities.
- Escalates matters, as required, to the Bishop for consultation.
- Provide advice and guidance to the WF regarding any traditional or protocol-type concerns.

Secretary General

As a Member District of the World Buddhist Women's Association (WBWA), the JSBTCWF operates within their bylaws and is allowed 2 Secretary Generals who each have 1 vote. They have the responsibility and authority to:

- Attend WBWA Representative Meeting and vote on WBWA resolutions on behalf of the JSBTCWF membership.
- Provide a report on JSBTCWF activities to the WBWA.
- Provide input or feedback on WBWA related matters.
- Communicate any WBWA decisions or changes to the WF membership.

Subcommittees

Subcommittees or persons responsible for a specific project will report to the WF Executive Committee as per an agreed timeline. Sub-committees/persons have the responsibility to:

- Provide updates on their achievements and progress to the WF Executive Committee.
- Meet objectives of specific projects and provide deliverables, if applicable.

5. MEETING ARRANGEMENTS

There are meetings that are specific to the WF Executive Committee and those that include the WF Executive and the Temple Member Representatives.

WF Executive Committee

- Meetings are held at least 3 times a year, ideally 2 times from April to December and 2 times from January to March.
- Meetings may be held via teleconference and voting by email is acceptable.
- Coordination of the WF Annual General Meeting including distribution of agenda and reports.

WF Annual General Meeting (AGM)

- Delegates will meet annually at the WF Annual General Meeting, which is held in conjunction with the JSBTC AGM.
- Observers are welcome to attend.

6. REPORTING

The WF Executive Committee will be responsible to submit a report on an annual basis to the JSBTC board. These reports will provide an update on activities and achievements.

The WF Executive Committee will be responsible to provide meeting minutes (electronically) to the Temple Member Representatives within 30 days of a meeting and sooner should immediate action or a vote (electronic) be required.

7. BUDGET

A 2-year proposed draft budget will be submitted to the JSBTC Treasurer by the end of November and a final approved Proposed Budget will be submitted to the JSBTC Treasurer by the end of January. The Budgets will be presented at the Annual General meeting for membership approval.

8. DELIVERABLES

To achieve the mission/vision of the JSBTCWF, the following deliverables will be targeted:

- Donations to national organizations that promote social welfare (Dana Day funds)
- Contributions to ministerial and youth education programs
- Information / education on topics of interest to JSBTCWF members
- Organization or support of activities which promote Buddhist Fellowship
- Participation in the World Buddhist Women's Association by attending meetings, conventions, fundraising, etc, where possible

9. DOCUMENT REVIEW

The Terms of Reference (ToR) subcommittee proposes:

- The WF derive an updated "Purpose" (Mission, Vision, Objectives).
- The Terms of Reference first draft be circulated at the individual temple level for input from as many as possible. Make this document something that everyone can contribute to thus collaborating on a national level.
- The WF could request individual temples to facilitate focus/discussion groups of stakeholders to redefine, reinvent, and find new relevance.

ToR Timeline

- First draft – distributed by end of September/early October, 2018
- Feedback/input received via email from member temples by end of December, 2018 to Susan Huntley (jsbtcwf.shuntley@gmail.com)
- All input will be consolidated by the ToR subcommittee and the ToR will be revised based on the consensus of all the feedback received
- Final version for review – distributed by mid-February to the WF Executive Committee and then distributed to the member Temples by early March
- Approval of Terms of Reference document at 2019 Annual General Meeting

This will be an iterative process until we are close to having a document that will meet the majority of the temple's expectations. At our next WF AGM weekend, perhaps on the Friday before, there could be time for discussion before possibly accepting/approval at the 2019 AGM on the Saturday.

Frequency

Terms of Reference (ToR) Review Frequency

- Annually until the document is in a functional state by the ToR subcommittee
- Every 2 years after that

Policies and Procedures and Handbook Review Frequency

- Tabled for later

Definitions

What is the definition of Terms of Reference?

A description of the objectives and structure of a meeting, committee, project, etc.

What is the definition of Policies and Procedures?

A set of policies are principles, rules, and guidelines formulated or adopted by an organization to reach its long-term goals. Procedures are the specific methods employed to express policies. Together, policies and procedures ensure that a point of view held by the governing body of an organization is translated into steps.

Example: Policy would be the rules/guidelines that the JSBTWF follows regarding Delegate travel to the AGM. The procedure would be how the policy is carried out.

1. Travel/Airfare for one membership temple delegate
2. Delegate submits Travel Reimbursement form
3. Form is submitted to the JSBTCWF Treasurer
4. Delegate receives reimbursement cheque

**JODO SHINSHU BUDDHIST TEMPLES OF CANADA
WOMEN'S FEDERATION
POLICIES AND PROCEDURES
PLANNING FOR FUTURE**

1. WF EXECUTIVE COMMITTEE
 - 1.1. Size of the Committee
 - 1.2. Executive Committee Positions
 - 1.3. Selection of Executive Committee Members
 - 1.4. Term of Office
 - 1.5. Vacancies
2. MEETINGS
 - 2.1. Executive Committee Members
 - 2.2. Annual General Meeting
 - 2.3. International Meetings
 - 2.4. Other
3. TRAVEL
 - 3.1. Executive Committee Members
 - 3.2. Annual General Meeting Delegates
 - 3.3. International Meeting Travel
 - 3.4. Other
4. REVENUE
 - 4.1. Membership Fees
 - 4.2. Dana Day Projects
 - 4.3. Special Levies
 - 4.4. Other
5. PROGRAMS
 - 5.1. Dana Day Projects
 - 5.2. Used Stamp Collecting
 - 5.3. Foreign Coin Collection
 - 5.4. Youth Programs
 - 5.4.1. International Youth Tour
 - 5.5. Ministerial Development and Support
 - 5.6. Other
6. WORLD CONVENTION

Example
Content
Only

**JODO SHINSHU BUDDHIST TEMPLES OF CANADA
WOMEN'S FEDERATION HANDBOOK
APPENDIXES
PLANNING FOR FUTURE**

1. World Buddhist Women's
 - a. Constitution and Bylaws
 - b. Summary of Resolutions
2. WF Executive (list of directors and years in office)
3. Meetings – Enduring Resolutions
4. Membership – History
5. Dana Day Projects – History
6. Used Stamp Collection
7. Foreign Coin Collection
8. Youth Assistance Programs
9. Ministerial Development and Support
10. Travel – History
11. World Buddhist Conventions
 - a. Location and Canadian Participation
 - b. Canadian Speakers

Example
Content
Only