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COUNCIL OF COMMUNITY SERVICES
OF EDMONTON AND DISTRICT

DIRECTIVE MANUAL

FOREWORD

Your Directive Manual Committee was charged with the development of a Manual that could assist Council delegates in an understanding of their responsibilities, and an understanding of the Council of Community Services. This Manual would also give Council Board members an opportunity to see the Council Board structure and responsibilities set down according to present practices and policy.

It is our hope this Manual will enable delegates and members to work in the Council with greater satisfaction and a greater appreciation of the role of the Council in the community.

Your Committee realizes this Manual will need to be improved and amended from time to time as the Council structure is amended. It was our responsibility to consider the Council structure and practices as presently in use and write these out in as much detail as possible.

Your comments and suggestions will assist in preparation for future amendments to this Manual.

I would like to express appreciation to the Committee, Mrs. F.W. Hewes, Mrs. J. Murray Davis, Mr. R.W. Jones, Mr. Clark Ready, Mr. Doug Homersham with Mr. W.M. Nicholls as secretary, for the very careful study given to the contents of this Manual.

W.H. Pettigrew,
Chairman,
Directive Manual Committee.

May, 1962.

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WHAT IS THE COUNCIL OF COMMUNITY SERVICES?

Definition: The Council endeavours to give help to the community as a whole in assessing and meeting its total welfare needs.

The Council may be defined "as a community-wide organization devoted to the task of planning and promoting the maintenance and development of the well-being of the community's members in respect of their health, welfare and recreational needs. Its functions are, through voluntary association and joint action:

1. to promote understanding and awareness of community needs;
2. to assist the community in the evaluation of these needs;
3. to aid the community in relating, developing and applying in an orderly manner the community's resources to meet its needs.

It is most important to see the Council concerned with overall welfare needs - which translated into areas of service entail:

- a) developing, maintaining close relationships with municipal, provincial and national public services - this leads to standards of service being improved; areas of responsibility worked out between public and voluntary services;
- b) working in close association with the United Community Fund on evaluations, allocations, special studies and requests for capital campaigns;
- c) working with community groups, service clubs, churches, labour - these groups are outside the scope of United Community Fund membership or governmental departments but are concerned with welfare services.

The Council coordinates the work of existing agencies, gathers and disseminates information about needs and services, studies social problems and develops plans for preventing or solving them, gains agreement on social welfare policies, and stimulates community action to eliminate gaps, inadequacies and duplications in services. Work is done through committees composed of citizens representing the viewpoints of supporters, producers, and consumers of social services, aided by professionally trained research and planning staff.

The community with a strong Council has the means for continuous appraisal and improvement of its social services, aimed at developing a balanced community program. A well established Council comes to be viewed by the United Fund, the city government, and agencies as an indispensable resource for advice on policies and budgets. It has the facts and it has the perspective.

A BRIEF HISTORY OF THE COUNCIL OF COMMUNITY SERVICES
OF EDMONTON AND DISTRICT

".....Total war had come. This Dominion too had elected to fight ...
...Canadians had grimly adopted two resolutions.....they would protect the
machinery of democracy.....and make themselves competent in its modern use
instead of regarding it as a precious but cumbersome heirloom.....They will make
democracy work in the daily lives of common citizens, in their free, confident
association with each other, and in their acceptance of personal responsibility
for the common good. It was against this national backdrop, built of physical
challenge and moral determination, that Edmonton Welfare Organizations had their
first year's experience in co-operative association".

These are excerpts from the opening paragraph in the first Annual
Report of the Edmonton Council of Social Agencies, the service of which had been
inaugurated February 1st, 1940. Through the efforts of persons like J.M. Imrie,
W.T. Henry, H.A. Craig, Mrs. F.C. Casselman, Lt. Joel K. Smith, and Robert W.
Chapman, the incorporation of this organization was the culmination of many
months of diligent preparation.

"In 1939 the Junior Chamber of Commerce started out exploring in the
field of social work. Their objective was a Community Chest. But they were
modern young men, and wary, and they paused to see whether the traffic lights
were red or green. The lights were red. The experience of many cities, dili-
gently sought out by the Junior Chamber, pointed a solemn warning: A Community
Chest, for central financing of services, represents only one-half of an ideal
program for federating welfare work. The other half of the same program is
represented by a Council of Social Agencies, for the central planning of serv-
ices."

In these words, again from the first Annual Report of Council, the
Junior Chamber acknowledged the difficult task ahead, and by foresight paid
tribute to the wisdom of the men who would provide the leadership in the proposed
development.

This core group, together with the constant advice of the Canadian
Welfare Council, the research services of Miss Laura Holland, and, probably above
all, the willingness and co-operation of local social service agencies, provided
both the stimulus and the machinery by which the formation of this new central
service was brought to a successful completion.

But this was not all. As early as 1928 a citizens' committee under the
chairmanship of the late Bishop Gray had requested the Canadian Welfare Council
to make a complete survey of social services in the City of Edmonton. Their
report in recommending that the social agencies in Edmonton form a Council also
cautioned: "If, however, these organizations consider their responsibility as
being limited to dealing with the effects of social maladjustment, then so long
as there is no waste of effort through duplication or overlapping which can be
eliminated by a social service exchange, there will be no apparent need for
common action. But, on the other hand, if they recognize that it is their
responsibility not only to adjust the individual to society, but also to adjust

the society to meet the need of the individual, then they will see the need for co-operation and common action in attempting to remove the causes to social maladjustment." Although the depression seemed to push aside Edmonton's program for coordination during the 1930's, there were many men and women who kept alive the spirit of cooperation and never lost sight of the idea of organized coordination.

As part of the incorporation of the Council of Social Agencies, a Social Service Exchange and a Family Welfare Bureau, as particular and direct services as a Council could render, also came into being. The Council itself was organized in such a way that its major concerns were studied by means of divisional committees. In that first year, there was a Health Division concerned with such topics as nutrition, housing, parent education, and hospital social services. A second division on Family Welfare was particularly interested in reducing the overlapping that occurred in the provision of relief. A third division, the Child Welfare Division, during this first year took up the problem of delinquency and had a committee on home and school relationships. The last division, on Group Work, studied such matters as camps, leadership in voluntary organizations, and standards of work.

This first year also saw the initiation of a Christmas Committee concerned with the equitable distribution of Christmas cheer and the reduction of duplication in giving in Edmonton.

Although it had not been foreseen that a Community Chest would be formed for two or three years, two factors lead to the hastening of the development. In the first place the agencies seemed to be able to work together well, "thus building a safe foundation for financial federation"; and, secondly, the public became increasingly more irritated with the multiplicity of appeals. As a result, 23 agencies, in favour of participating in a Chest, authorized the Executive Committee of the Council to draft a constitution for its formation. On April 18, 1941, a constitution was adopted and the first Board of Directors appointed. In October, 1941 the first successful campaign on behalf of 28 voluntary social agencies in Edmonton was conducted. In its next annual report the Council could, therefore, say "Thus the oldest child of the Council began its career and has, we fondly hope, a long and useful life before it".

In looking back, the first year of the Council was a full year, and appeared to have accomplished things beyond the wildest expectation of the men and women who brought it into being, a tribute also to Miss Lillian Thompson, its first Executive Secretary.

Having been formally established according to the objectives, as stated so well in the above quotation from the 1928 survey by the Canadian Welfare Council, the Council of Social Agencies continued during the first 10 years to make a special impression on the development of social service work in the community. During the war years its concerns ranged all the way from interviewing service men and their dependents for the Dependents' Board of Trustees, to a concern with price controls, overcrowded housing, and the availability of low-rental housing. In 1944 Miss Lillian Thompson left, and was succeeded as Executive Director of the Council by Miss Hazeldine Bishop.

The first major change in thinking occurred in 1950 when the name of the agency was changed to Council of Community Services, as it had been felt for some time "that the former name was a handicap in interpreting the breadth of work to the public". No longer was the Council concerned solely with coordinating the work of social service agencies in the community; but it has expanded to accommodate a coming-together of all organizations, agencies, groups and clubs concerned with the improvement of human welfare services. Membership in the Council, therefore, in addition to social agencies, included service clubs, home and school associations, ethnic groups, and cultural activities. As Miss Bishop expressed it herself in the Annual Report of 1950: "The Council of Community Services, as its name implies, is at the community's service. It belongs to the whole community and should comprise and represent the efforts of the whole community to improve the social welfare of the community and make Edmonton a better place in which to live".

When Mr. Jack Anguish succeeded Miss Bishop in 1952, the Council of Community Services had become increasingly concerned with its own effectiveness. The year 1952 saw a sweeping reorganization: the divisional structure was abandoned in favour of attacking social problems through ad-hoc project committees. In addition, the staff of the Community Chest and the Council were combined in an effort to provide closer cooperation between the social planning and the financing organization. Additional staff was brought in to assist in both the work of the Council and in that of the Chest.

Although it is not possible in a brief resume to enumerate all the concerns and projects of the Council during its 22 years of operation, it might be of interest to note the social services in Edmonton that have been brought about either directly or indirectly with the assistance of the Council. We have already mentioned that initially the Family Welfare Bureau was part of the Council structure; it became an agency in its own right in 1941. In 1948, too, pre-natal classes were organized with the assistance of the Council, and, as we saw earlier, in 1941 the Community Chest came into being as a direct result of Council planning.

1944 saw the establishment of a Social Service Department in the Royal Alexandra Hospital with Mrs. Eric Richardson as its first medical social worker. An In-the-City Camps program was launched in 1943, and in 1946 the Junior Hospital League with the assistance of the Council set up an Emergency House-keeper Service which has since become part of the Family Service Bureau. In 1948 the Council was instrumental in establishing the John Howard Society, and again in 1948 it helped with the organization of the Edmonton Friendship Club.

1950 saw an increase in the concern for the handicapped, and the Council helped with the establishment of a Coordinating Council for Crippled Children in Alberta, and proved helpful in the amalgamation of three small groups into a Society, entitled Edmonton's Physically Handicapped. The rapid influx of immigrants and an interest in their well-being gave rise to the formation of the Edmonton Citizenship Council in 1952. After considerable study and consultation, the Council helped in the establishment of a Mental Health Association in the city in 1954. A short time later the Alberta Division of the Canadian Mental Health Association was organized.

Two years of exploration and discussion culminated with the organization of the Youth Services Division in 1957, specifically concerned with all phases of the welfare of Youth up to age 20. A concern for public knowledge and awareness of welfare, health, recreation, and other services available in the community brought about the establishment of The Welfare Information Service late in 1959 as a central service operated through the Council.

It can be said that in 1940 the citizens of Edmonton and the social service agencies, were concerned with the effective cooperation between agencies to render better services, to avoid duplication of services, and to develop a federated system of financing welfare services. Throughout the past 20 years, still holding to these aims, the total objectives of the Council gradually broadened to encompass all aspects of human well-being. For we may say, with the Annual Report of 1949: "From this it will be seen that any matter relating to the social welfare of the community (not just the economically or socially disadvantaged portion of the community), which member organizations of the Council feel deserves study and consideration in an effort to promote co-operatively, better welfare service for Edmonton - is a job for the Council. The Council also is an instrument for developing informed public opinion on social problems, and through it may be organized concerted, joint action in connection with changes and improvements in community welfare services".

If we may make two sweeping generalizations, we would say, firstly, that the 1940's saw the Council mainly as a federation of agencies, and concerned with its own machinery to bring about most effective cooperation. This culminated during the period from 1950 to 1952 in the change of name to Council of Community Services, the structural reorganization to make its machinery more effective, and the closer tie between Chest and Council through its joint staff and interlocking Boards and committees to promote a better relationship between planning and financing of welfare services in the community.

Secondly, the period between 1952 and 1960 was concerned with a broadening of the involvement of citizens, and the participation of a wider representation of organizations including departments of all levels of government.

The year 1960 witnessed a major change affecting voluntary services with the formation of the United Community Fund as the successor to the Community Chest. For the Council this meant increased challenges and opportunity for service - a reflection of the tremendous growth of the greater Edmonton area. Staff services were separated between the new United Fund and the Council so the basic functions of these two community-wide central services could be better carried forward.

The Council objects and by-laws were altered considerably in 1961 - this time to take into account the growing importance of long-range planning and research and to extend the area served to Edmonton and District. Increasingly it has become necessary to look ahead and plan ahead in relation to changing social welfare needs and services.

While the past has shown significant changes in the way the Council has functioned in Edmonton, the effectiveness of the work of the Council in any community is a reflection of the active interest of its citizens and their willingness to devote time and effort to problems affecting human welfare.

COUNCIL RELATIONSHIPS

UNITED COMMUNITY FUND

The Council not only receives a large portion of its funds for operation from the United Community Fund, but works with the United Community Fund in any area where any knowledge of community agencies or need may be helpful. In addition, the Council is represented on two committees of the Fund:

- a. Admissions and Evaluations Committee - Half the members are derived from the Council.
- b. Allocations Committee - One-third of the members are derived from the Council.
- c. The Council of Community Services Board of Directors appoints annually six persons to the Board of Directors of the United Community Fund. The United Community Fund Board appoints annually six persons to the Board of Directors of the Council of Community Services.
- d. Membership in the Council of Community Services is a prerequisite to participation in the United Community Fund.

GOVERNMENT DEPARTMENTS

Departments of the Federal, Provincial and Municipal Governments are consulted from time to time when matters within their concern arise in the Council's operation. The Council attempts to maintain active cooperation and channels of communication with relevant Government Agencies at all levels of government in order that central planning and integration of government and community services can best meet community needs throughout Edmonton and District.

CANADIAN WELFARE COUNCIL

A national clearing house for Canadian social welfare; and like our Council is governed by a volunteer lay board.

While our policy is not governed by the Canadian Welfare Council, and we are autonomous locally, we are a member of the Canadian Welfare Council. By this means, we participate in national studies, supply information to, and get information from the national body. We study and contribute to national briefs, and refer to them problems which can best be handled at a national level.

MEMBER ORGANIZATIONS

The Council includes over seventy organizations and is representative of a broad segment of communal bodies operating in the spheres of health, welfare and recreation. Interested individuals in the community and organizations which are not set up as agencies are included in the Council membership.

COMMUNITY AT LARGE

It is the Council's responsibility to keep informed on community development, town planning and social change, in order that areas of need which arise from time to time may be fully investigated and measures taken to meet them. This involves a considerable degree of activity on the part of the Council which is independent of its other function as a clearing house and integration centre for the member agencies. It acts as a community resource and research centre for any individual or body needing information on health, welfare and recreation services in the city.

RESPONSIBILITIES OF OFFICERS

See By-Laws p.4.

PRESIDENT: The President:

- shall be the chief Executive officer of the Council
- shall preside at all meetings of the Board of Directors and the Executive Committee.
- is a member ex-officio of all committees.
- appoints other committees not otherwise provided for with the approval of the Board.
- presents a report of the work of the Council at its Annual Meeting.
- assures that all decisions of the Board are implemented.

PAST-PRESIDENT: The Past-President shall be a member of the Board and of the Executive Committee.

He shall act in an advisory capacity to these bodies.

VICE-PRESIDENT(S): The Vice-Presidents shall be members of the Executive Committee.

- The Vice-Presidents shall perform such duties as may be assigned to them by the Board or the Executive Committee.
- In the absence of the President either Vice-President shall perform the duties and exercise the powers of the President.

HONORARY TREASURER: The Honorary Treasurer

- shall be a member of the Executive Committee.
- shall be the chief financial officer of the Council and chairman of the Finance Committee.

- shall be the custodian of the Funds and shall make payments in accordance with the budget.
- shall be responsible for maintaining accurate accounts, presenting statements at regular intervals to the Board and otherwise as required including an audited statement to the Annual Meeting (see Finance Committee)

HONORARY SECRETARY: The Honorary Secretary

- shall be a member of the Executive Committee.
- shall be responsible for maintaining minutes and records of the Council.
- shall assure that due notice of all meetings of the Council and Board are given.
- may be assigned other duties by the Board.

EXECUTIVE DIRECTOR

By-Laws p.6.

"The Board of Directors shall appoint an Executive Director. Such Executive Director shall be responsible to the Board for the satisfactory conduct of the affairs of the Council, and shall perform generally all the duties usually pertaining to the office of executive director."

Providing the best possible program of health and welfare services for the community is a primary purpose of the Council of Community Services. The Board of Directors, as well as other community leaders, look to the Executive Director for guidance and assistance in meeting the health and welfare needs of the community. The major activities of the Executive Director all point to this end. The methods he uses include fact-finding, consultation, group conferences and committee operation, administration and public relations. These procedures are not isolated activities, but are inter-related and used in combination.

The Executive Director may provide services in such areas as - consultation on services and areas of service, advice on administrative procedures, guidance in research, study and fact-finding, assistance in interpreting budgeting principles, interpretation of public relations as they affect the community at large, and special services including community planning and inter-agency relationships.

THE BOARD OF DIRECTORS

The management of the business and affairs of the Council of Community Services shall be vested in a Board of Directors, this Board to consist of not less than twenty-one and not more than twenty-four members. One third of the total number of members of the Board shall be elected annually by the voting members of the Council and shall serve for a period of three years. The immediate past president shall be an additional member of the Board.

Six additional directors shall be appointed annually for a one year term by the United Community Fund. These six appointees shall be ex-officio members of the Council Board of Directors.

The Board shall elect annually from among its members the officers of the Council. These officers shall be the president, two vice-presidents, an honorary treasurer and an honorary secretary. The election shall take place at the first regular meeting of the Board following the annual meeting of the Council each year.

THE EXECUTIVE COMMITTEE

An Executive Committee shall be appointed by the Board at the first regular meeting subsequent to the annual meeting of the Council each year and shall consist of the officers of the Council. It shall be the duty of this committee to perform such administrative and other duties as the Board of Directors may decide.

It is the duty of the Executive Committee to supervise and control the daily affairs of the Council; to receive the progress reports of all Standing Committees of the Council and to refer all decisions and recommendations to the Board for ratification.

STANDING COMMITTEES

A Standing Committee of the Council of Community Services shall be a committee of at least three persons who are elected or appointed to conduct some specific function or business for the Society on a continuing basis. They shall normally remain in office for the period of one full year. They are under the guidance and responsible to the Board of the Council through the Executive Committee. The Board, however, reserves the right to withdraw or modify without advance notice the power of any committee, if such action is deemed necessary. Each Standing Committee shall plan a program of activity during its full term of office, and continue in office until its successor is appointed, normally at the first meeting of the Board of Directors following the Annual Meeting.

PERSONNEL COMMITTEE

Council By-laws p.5 - Other Committees

The Personnel Committee shall function as a committee of the Board.

Purpose: This committee shall advise the Executive and the Board on all matters relating to Personnel (professional and clerical staff of the Council).

Personnel: Shall be comprised of Board members - chairman, treasurer or representative of Finance Committee, one vice-president; and members-at-large. The complement of the committee shall not exceed five members. ←

Duties: This committee to be responsible for:

- 1) Maintaining adequate staff to perform the duties and work of the Council.
- 2) Determining salaries and salary ranges for all staff members.
- 3) Keeping adequate reports on the work of the members of the staff.
- 4) Investigating and suggesting any necessary changes or increases in the staff to the Executive and Board.
- 5) Investigating and providing for adequate Pension insurance, etc.
- 6) Maintaining adequate space and physical facilities.
- 7) Determining holidays, leave, etc.
- 8) Assuring that proper consideration is given to attendance at conferences.
- 9) Maintaining a current Personnel Manual which outlines specifically all personnel policies and procedures.

NOMINATING COMMITTEE

Council By-laws p.5

The Nominating Committee shall be a committee of the Board.

Purpose: To secure candidates for the Council Board who can contribute effectively to the aims and objectives of the Council. In addition to nominate annually a slate of officers for the Board of Directors.

Personnel: (not to exceed 7)

- chairman from Board
- three members at large from the Board
- three members at large from the delegate body

Duties:

- 1) To be constantly aware of actual and potential community leadership for Council Board and Committees; and to build up a list of eligible persons for Council Board and Committee duties.
- 2) To prepare and recommend to the Council membership a slate of nominees for the Board of the Council at the Annual Meeting of the Council.
- 3) To prepare and recommend a slate of officers to the Board of Directors of the Council at its first meeting following the Annual Meeting.
- 4) To select and recommend to the Board of Directors for appointment Board members as may be necessary to fill vacancies during the year.
- 5) To recommend to the Executive and Board appointees to United Community Fund Board and committees.

FINANCE COMMITTEE

Council By-laws: The Finance Committee shall have responsibility for the preparation of the budget of the Council and for the month to month administration of such budget. It shall administer such special funds as from time to time come under the jurisdiction of the Council, such as the joint participation of the municipal and provincial governments in such divisions and services as the Youth Services Division and the Welfare Information Service. It may be assigned other duties from time to time by the Board of Directors.

The Finance Committee shall function as a committee of the Board of Directors.

Purpose: To advise the Executive and the Board on all matters relating to the financing of the Council's administration and program.

Personnel: To consist of the Hon. Treasurer as chairman, one Council Vice-President, chairman of Personnel Committee, one member at large from the Board, one member at large from the community.

Special resource persons may be called in as required.

Duties: This committee to be responsible for:

- 1) The preparation of the annual budget for presentation to the Board.
- 2) Planning the current and long range financing of the Council.
- 3) Reviewing Council financial operations.
- 4) Investigating and recommending any necessary changes of Council financing at the request of the Board.

5) Specific areas of study

- budgets including those of separate services and research
- banking
- insurance
- loans
- taxes
- salaries (as they relate to budget)
- auditors
- designated gifts and reserves.

ACTIVITIES COMMITTEE

Council By-Laws p.4

The Activities Committee shall function as a standing committee of the Board of Directors.

Purpose: To plan and conduct all general meetings of the Council including the Annual Meeting and any additional activities at the direction of the Board.

Personnel:

- Chairman (from Board)
- representatives from Membership and Public Relations Committees
- one Board member
- members at large preferably from the delegate group
- This committee may call in resource people as required.

Duties:

- 1) To take major responsibility for orientation of new members and delegates in cooperation with the Membership and Public Relations Committees
- 2) To take major responsibility for orientation program for new Board members, in cooperation with the Public Relations Committee.
- 3) To present recommendations for meeting programs to the Board following consultation with the membership concerning content and method.
- 4) To be responsible for appropriate arrangements for all meetings.

MEMBERSHIP COMMITTEE

Council By-Laws p.2 1-5.

The Membership Committee shall function as a committee of the Board.

Purpose: To stimulate membership in the Council and to assure active participation by the voting members.

Personnel:

- Chairman from Board
- a representative from each of Public Relations and Activities Committees
- members at large not to exceed five

Duties:

- 1) To maintain accurate and complete records of membership in the Council.
- 2) To provide membership applications appropriate to Council objectives and policies.
- 3) To review applications for membership and make recommendations to the Board of Directors.
- 4) To ensure that renewal of delegate appointments is carried out.
- 5) To take responsibility with the Public Relations and Activities Committees for the orientation of new members and delegates.
- 6) To invite membership of organizations and individuals who should belong to the Council.
- 7) To maintain an active file of members and prospective members and committee personnel indicating experience and interests.

PUBLIC RELATIONS COMMITTEE

Council By-Laws p.4.

Purpose: To develop and maintain a unified program of public relations for the Council and with public agencies and services; and through a publicity chairman to disseminate information to the entire community regarding those matters that should be the concern of the community.

Personnel:

- Chairman (from Board)
- co-chairman in charge of publicity from Board
- chairman or representative from Activities, Membership and Personnel Committees
- Power to add as necessary

Duties:

- 1) To take responsibility with the Activities and Membership Committees for the orientation of new members and delegates.
- 2) To take responsibility with the Activities Committee for the orientation of new members to the Board.

- 3) To develop a program of informal meetings with boards of member agencies to further their understanding of the Council.
- 4) To establish a sub-committee responsible for Council Publications including Council Bulletin and Annual Report.
- 5) To compile current and pertinent information on Council activities and to see that well-informed people are available for speaking engagements.
- 6) To provide information to the community and Council members relative to the role of the Council and how the Council and its staff can be used.
- 7) Through the Publicity Chairman to maintain appropriate liaison with publicity media.
- 8) Through the Publicity Chairman to review with the staff the procedures being used in the preparation and dissemination of news releases.
- 9) To maintain a library of publications and publicity materials.

PROJECT COMMITTEES

By-Laws p.4 other committees.

Project committees will be responsible to the Executive Committee.

Purpose: Project committees may be either ad hoc or long term. They are appointed by the President upon motion from the Board, or by direction of the Executive Committee to undertake such work as may be designated.

Personnel:

- Chairman
- Resource persons from the Board or community at large as necessary.

Duties:

- 1) To proceed at Board's direction to investigate or study.
- 2) To keep accurate records and minutes of their activities.
- 3) To report regularly on progress to Executive and Board.
- 4) To bring recommendations for action or extension of study.
- 5) To implement if so instructed.

THE YOUTH SERVICES DIVISION

The Youth Services Division developed from a community-wide gathering of youth serving organizations in 1957. At that time these organizations suggested that a youth services coordinating group could best be operated as a division of the Council of Community Services. Because of the nature of the Division, the City of Edmonton supports the work by assisting in the operating costs.

Purpose: The Youth Services Division is a division of the Council of Community Services of Edmonton and District and is concerned with the well-being of children and youth in Edmonton and District.

Services: The Division -

- 1) studies problems and needs of children and youth and undertakes or encourages appropriate action;
- 2) serves as a central resource to which the public can refer problems and concerns;
- 3) serves as a consultative and advisory body to individuals, youth services, and other community groups;
- 4) sponsors the City Wide Teen Council;
- 5) maintains a lending library of books, periodicals, and pamphlets;
- 6) consider government legislation, regulations and services pertaining to youth.

The administration of the Division is carried by an executive committee drawn from a cross section of the community and a Coordinator of Youth Services who is a member of the staff of the Council.

The Executive Committee is elected for a three-year term at the annual meeting of the Council of Community Services. The chairman of the Youth Services Division serves as a member of the Board of the Council with the vice-chairman an alternate.

Fred Simons.

Epilepsy

422-2710

476-1499.

WELFARE INFORMATION SERVICE

FUNCTION OF WELFARE INFORMATION SERVICE

- a) To maintain accurate resource information on health, welfare and recreation services, as well as information about civic, service, fraternal, labour and professional groups and organizations.
- b) To give general information and/or referral to any individual or organization about the health, welfare, recreation and related services in the Greater Edmonton area.
- c) To direct people who wish to offer assistance in the health and welfare field to the proper agency.
- d) To record the nature of each request received and thus, through accumulated statistics, show where services are lacking or inadequate.
- e) To prepare and maintain an up-to-date directory of health, welfare and other community services.

POLICY OF WELFARE INFORMATION SERVICE

Welfare Information Service will:

1. serve the Greater Edmonton area.
2. obtain sufficient information to allow accurate direction to health, welfare and recreation services but will not attempt to determine eligibility for a specific service.
3. not give detailed information on agency policy. The person making enquiries is referred to the agency concerned.
4. not investigate or evaluate service; and therefore, does not make judgements concerning the quality or effectiveness of service.
5. where enquiries do not fall within the service of established agencies in the health and welfare field, undertake to be helpful in direction to other sources of help in the community.

ADMINISTRATION

The Council of Community Services of Edmonton and District shall be responsible for the day-to-day administration of Welfare Information Service.

ADVISORY COMMITTEE TO WELFARE INFORMATION SERVICE

FUNCTION

- 1) To plan for effective Central Information and Referral Service in Greater Edmonton.
- 2) To consider such reports as may be required by the Committee including statistical reports showing source, nature and disposition of each enquiry received. To refer concerns about unmet needs and/or inadequacy of service to appropriate bodies.
- 3) To advise and offer guidance to the Director of Welfare Information Service.

COMPOSITION OF COMMITTEE AND TERM OF OFFICE

Composition - The Committee to be composed of six members - two representatives from:

Dept. of Public Welfare (with the understanding that one person comes from the Regional Office)

City Welfare Department

Council of Community Services (with the understanding that one person comes from the Board of Directors)

and the Secretary.

Term of Office - Appointment of Committee members:

(N.B. Minutes of the Advisory Committee November 17, 1960)

"The term of office for members be normally two years with the representatives from each sponsoring body retiring alternately."

The Chairman to be appointed by the Committee from representatives of the Council.

RELATIONSHIP TO SPONSORING BODIES

- 1) Responsibility of committee members to report and interpret Welfare Information Service to Provincial Welfare Department, City Welfare Department and Council Board of Directors.
- 2) Conversely, to bring concerns regarding central information and referral from these areas to the attention of the committee.

CHRISTMAS BUREAU

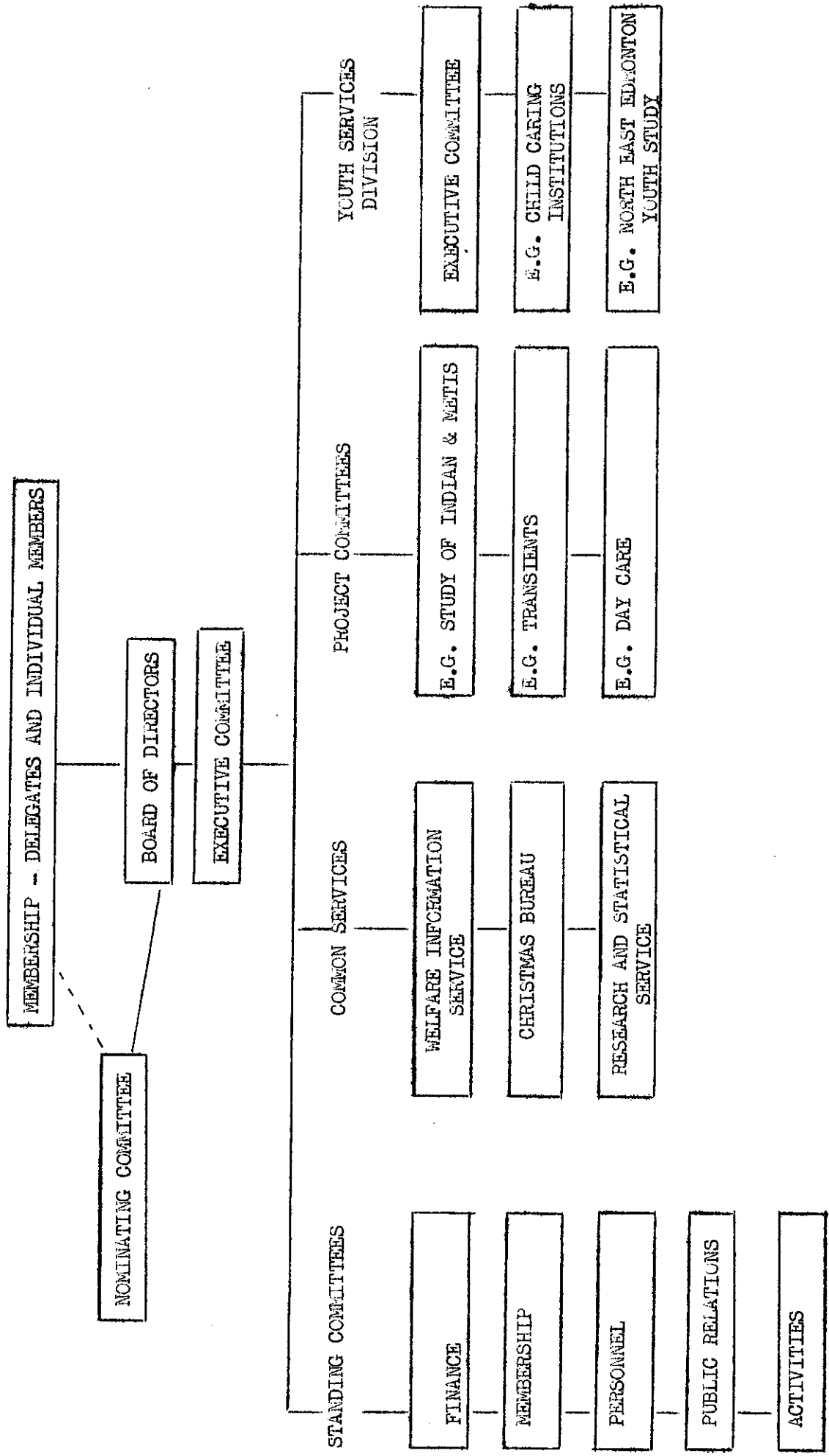
Purpose: To ensure as far as possible a fair distribution of gifts to families and individuals in need of assistance. To act as a clearing house for organizations or individuals wishing to help specific families.

Policies established by the Christmas Bureau Advisory Committee:

- a) A deadline date shall be set each year for submitting names of families or individuals in need of assistance. This date will be approximately one week or ten days prior to Christmas Eve.
- b) The Christmas Bureau is not able to deal with out-of-town requests.
- c) The Christmas Bureau does not arrange for Christmas parties for children.
- d) The Christmas Bureau does not arrange for persons wishing to have companions for Christmas dinner.
- e) The Christmas Bureau does not provide gifts or hampers itself and groups must make their own arrangements for the delivery of these gifts.
- f) The Christmas Bureau will accept cash donations, and will distribute these itself or through recognized social agencies.
- g) The Christmas Bureau will only accept names of families and individuals submitted by recognized social agencies.
- h) Referrals from private groups, service clubs and individuals cannot be accepted directly; the group, club or individual will be asked to help the needy family or individual apply for this assistance through a recognized social agency.
- i) The Christmas Bureau will discourage individuals, groups or clubs from making their own assessment of need prior to assisting a given family or individual, whose name has been submitted by a recognized social agency.

Committee Structure: The Christmas Bureau Advisory Committee is composed of representatives from the Canadian Legion, Salvation Army, Central Volunteer Bureau, All People's Mission, City Welfare Department, Regional Office, Department of Public Welfare, etc. The chairman of the Committee is a member of the Council Board.

COUNCIL OF COMMUNITY SERVICES OF EDMONTON AND DISTRICT



ORGANIZATION CHART

STAFF RESPONSIBILITIES

To realize the Council objectives the Board of Directors must have at its disposal staff who are able to provide it with expert information and guidance on subjects under consideration. Action involves helping individuals and groups solve community problems and meet community needs, is a crucial area calling for highly developed leadership skills in working with and understanding individuals and groups and helping them satisfactorily resolve problems and challenges they face.

In common with other Canadian Councils with employed staff it has been clearly understood since the Council was organized in 1940 that Council positions require experienced professionally trained staff. Generally minimum requirements are an MSW degree or diploma or related training and experience depending on the nature of the Council job.

Staff and Volunteer Roles:

The initial task of the volunteer committee members is to study and spell-out the terms of reference of the study, to establish the concrete questions needing answer. Professional staff member assists this process and is responsible for preparation of the tentative outline of approach and for obtaining preliminary background facts.

As the study proceeds, it is the staff person's responsibility to develop the particular methods to be used (at times in consultation with a specialist) to obtain the necessary facts. The committee is responsible for the acceptance, and modification if necessary, of the method.

Fundamentally, the committee's role is one of evaluation and decision making. The staff person's role is executive, that is, preparing the way for the steps the committee requires in order to arrive at its recommendations, and where necessary to put them into effect.

It has also been noted that the staff person has a professional role to play in working with the Board or committee. The obligation rests upon him to interpret the data before the group and to provide professional opinions, where necessary, regarding decisions and judgments being made.

Areas of Staff responsibility:

1. To implement in program and action Board policy decisions.
2. To bring to Board attention community problems and needs.
3. To confer with community leaders, agency Board and staff members to interpret community needs and services; to provide consultation on request.
4. To represent the Council or serve as a liaison with related voluntary and governmental bodies in allied fields of service.

5. To help the Board, committees and individuals to utilize their talents and energies as effectively as possible in meeting community needs and problems.
6. To prepare technical reports for Council projects and planning activities.
7. To be aware of and take action relative to the changing structure and facts of the community.
8. To operate where necessary common services under Council sponsorship.

DELEGATE RESPONSIBILITIES

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Refer to By-Laws - Membership Clause 2, p.2.

The delegate body of the Council which comprises delegates named by member agencies and individual members, is important to the development of sound community health, welfare and recreation planning.

Delegates fulfilling their role in the Council can make an effective contribution to the furthering of the well-being of the community and to the strengthening of the Council in the community.

The delegate structure of the Council is established to give a broad base of representation on the Council - to have a means of communication between the Council Board of Directors and the membership - to give a voice and a vote to the member agencies - and to give a share of responsibility to member organizations and agencies through such delegates.

The Role of the Delegate:

1. Having the authority by by-law to represent their agency or organization on the Council, delegates have a responsibility to the Council and to their particular agency or organization to -
 - (a) Inform themselves of the purpose, structure and administration of the Council and its projects and program.
 - (b) Familiarize themselves with the purpose and program of their own agency.
 - (c) Attend meetings of the Council as called from time to time. (All delegates shall have fourteen days notice of general meetings, and seven days notice of special meetings of the Council.)
 - (d) Speak for their agency or organization, or on their own behalf to questions before the Council, and take an active and informed interest in the deliberations.
 - (e) Report to their agency or organization, as regularly as possible so that the membership be kept informed of the activities and projects of the Council.
 - (f) Bring to the attention of the Council the thinking of their agency or organization on matters before the Council - and problems and projects that should be considered by the Council.
 - (g) Encourage their agency or organization to make full and proper use of the Council.
 - (h) Provide general liaison and communication between the Council and their agency or organization, membership and staff - to the end that there be mutual understanding and confidence.

(i) Make themselves conversant with health, welfare and recreation as evidenced in the community in order that they may be able to consider problems in the community from an informed viewpoint.

omit

2. Delegates once appointed are regarded as individuals who have particular information and experience, which shall be shared in a common cause. They have a loyalty to the Council group as well as to their own agency or organization. In voting they are expected to be guided by their own best judgment, although occasionally on extremely important issues they may wish to consult their Board or membership; in such instances delegates should so indicate.

How do individuals and organizations use the Council?

- ok.*
1. For day-to-day inquiries and consultation call the Council office. Council staff are trained to help individuals and groups identify, understand and deal with community problems and needs.
 2. Matters intended for consideration of the Board should be explained by letter to the President.
 3. Delegates and individual members of the Council wishing to bring matters to General Council meetings should discuss these with the President, or chairman of the Activities Committee.
 4. Problems in the areas of children and youth should be directed to the Chairman, Youth Services Executive Committee or the Coordinator of Youth Services.
 5. When information is needed about services available to meet individual or family problems call Welfare Information Service - 424-7966.

Central address for all mail: 10011 - 103rd Street,
Edmonton, Alberta

Phone: 424-0331.

COUNCIL OF COMMUNITY SERVICES

of
EDMONTON AND DISTRICT

OBJECTS AND BY-LAWS

Presented and adopted at the Annual Meeting, May 27th, 1961.

COUNCIL OF COMMUNITY SERVICES OF EDMONTON AND DISTRICT

NAME: The name of the organization shall be the Council of Community Services of Edmonton and District.

OBJECTS: The objects of the Council of Community Services of Edmonton and District (hereinafter called the Council) are:

1. To contribute to the general well-being of the residents of the community by planning, developing, and instituting, in cooperation with interested individuals, agencies, organizations, and departments of all levels of government, effectual, efficient and adequate programs for the attainment and maintenance of the highest practical standards in the provision of health, welfare and recreational [services].
2. To provide a vehicle and a nucleus for ^{CO-ORDINATION.} facilitating the cooperation by, and division of responsibilities between, its member organizations and departments in establishing and discharging their respective responsibilities.
3. To survey, examine and analyze and report upon the social [needs] of the community from time to time for the purpose of assessing and evaluating the adequacy, effectiveness and efficiency of the services then provided, and when necessary initiate and/or assist in the provision of new and/or additional services.
4. To encourage and facilitate cooperation among all social agencies, organizations and departments serving the community in order that:
 - (a) each member agency, organization, and department is guided into areas of service where its particular interests, experience and qualifications may be most effectively employed; and
 - (b) unnecessary overlapping of services or duplication of effort may be eliminated; and
 - (c) working agreements may be negotiated to minimize conflict between agencies, organizations, and departments in the prevention, control and solution of social problems requiring the attention and service of more than one agency, organization or department.
5. To institute and execute a continuing program of public education
 - (a) to promote understanding and awareness of the social needs of the community, and the underlying philosophies on which services are based;
 - (b) to ensure that those who require assistance know what services are available and where and how they may be obtained;
 - (c) to stimulate public interest in and support for the work of its member agencies, organizations and departments.
 - (d) to encourage and promote the recruitment of suitable and capable individuals, both professional and voluntary, to insure the leadership and personnel essential to the attainment of these objects.

6. To cooperate with and give assistance to The United Community Fund of Greater Edmonton and other fund-raising organizations and interested departments of all levels of government by study, analysis, research, evaluation and reports and recommendations relating to the social needs of the community, in the areas of service coming within the scope of the Council.
7. To carry out research and conduct experiments in all or any fields or areas of social service either at the request of any member agency, organization or department, The United Community Fund of Greater Edmonton, or on its own initiative, and in particular to conduct such studies and/or research as may be necessary in order to anticipate the future needs of the community or to prevent, control or find solutions to any social problem.

GEOGRAPHICAL AREA:

The area to be served by the Council shall include all of the city of Edmonton and adjacent communities, and such other municipalities and communities as may be determined from time to time by the Board of Directors.

BY-LAWS

MEMBERSHIP:

1. Organizations - membership in the Council shall be extended to voluntary organizations and tax-supported bodies engaged in the broad fields of health, welfare, recreation and to organizations operating within the area of the aims and objects of the Council. *o.k.*
2. Member agencies and organizations shall annually name two delegates as voting representatives at meetings of the Council. Voluntary organizations having employed staff shall not name more than one such staff member as a delegate.
3. Individual - membership in the Council shall be extended to individuals who by reason of interest and ~~experience~~ can contribute to the realization of the objects of the Council. Such individual membership shall not exceed 25% of the voting delegates of the Council. *o.k.*
4. Membership in the Council shall be obtained by application or invitation, and all such applications for membership shall be subject to the approval of the Board of Directors. Individuals and organizations admitted to membership shall continue to be members so long as they meet membership requirements. The Board of Directors from time to time may establish conditions of and qualifications for membership. *o.k.*
5. The Council may assess membership fees by a majority vote at any annual meeting. *o.k.*

MEETINGS OF THE COUNCIL:

Annual Meeting:

The annual meeting of the Council shall be held not later than the 31st day of May of each year. At such annual meeting, the Board of Directors shall report on the year's activities; the financial statement shall be given; auditors appointed; and the election of new members of the Board shall be held.

General Meetings:

General meetings of the Council shall be held not less than three times during the year. Such meetings shall be called by the Board of Directors.

Special Meetings:

Special meetings of the Council may be called by the Board of Directors or by the President of the Council from time to time. Special meetings may also be called by the President or Executive Director, on the written request of ten members of the Council.

Notice of Meetings:

Council membership shall be given fourteen days notice of annual and general meetings of the Council. Seven days notice shall be required for the calling of special meetings.

Quorum:

A quorum for meetings of the Council shall be twenty-five voting members in good standing.

Voting:

A majority of votes of the members present at any meeting of the Council shall decide any question coming before the meeting.

BOARD OF DIRECTORS:

The Board of Directors shall consist of not less than twenty-one and not more than twenty-four members elected by the voting members of the Council. Six additional directors shall be appointed annually for a one year term by the United Community Fund Board of Directors. The immediate past president in the event he is not eligible by reason of terms of service, shall be an additional member of the Board. Each elected member of the Board of Directors shall hold office for a term of three years. One-third of such members shall be elected each year at the annual meeting of the Council. A member of the Board having served as a director for two consecutive terms, shall not be eligible for re-election until one year has elapsed.

Appointees to the Board of Directors of the United Community Fund who are not members of the Council Board shall be ex-officio members of the Council Board of Directors.

In the event of withdrawal or removal of any member from the Board of Directors, the Board shall be empowered to fill such vacancy for the remaining portion of the term.

MAN

The management of the business and affairs of the Council shall be vested in the Board and the Board shall be competent to exercise all or any of the authorities, powers and discretions and do all such acts and things as the Council is authorized to exercise and do and may delegate any of its powers to the Executive Committee (except such powers as are herein specifically to be exercised by the Board) and may from time to time revoke such delegation. The Executive Committee, shall, in the exercise of the powers so delegated, conform to the regulations that may from time to time be imposed upon it by the Board.

Meetings:

The Board of Directors shall meet at least eight times yearly. Meetings shall be held at such times as may be decided by the Board of Directors.

Quorum:

A quorum for meetings of the Board of Directors shall be twenty-five percent of the members of the Board.

Borrowing Powers:

The Council, for the purpose of carrying out any of its objects, may borrow, raise, or secure the payment of money in any manner it sees fit, and all its powers in this regard may be exercised by the Board, PROVIDED that no debentures shall be issued without the sanction of an extraordinary resolution of the Council.

Officers:

the past president is not an officer

Officers of the Council shall be, president, ~~two~~ vice-presidents, an honorary treasurer and an honorary secretary, who shall perform the duties that usually pertain to their respective offices. The Executive Director shall act as secretary of the Board, without voting power. There may be also such honorary officers as from time to time shall be deemed expedient.

Officers other than the executive director, shall be elected from among its members, by the Board of Directors at its first regular meeting immediately following the annual meeting of the Council each year. An elected officer shall hold office for a term of one year or until his successor takes office, but may not hold the same office for more than two consecutive years.

what about Youth Director and the Chairman of the Y.S.

COMMITTEES:

1. Executive Committee

There shall be an executive committee which shall be a standing committee, composed of the officers, and the immediate past president. It shall be the duty of this committee to perform such administrative and other duties as the Board of Directors may decide. The executive committee shall, without specific delegation:

- (a) supervise and control the daily affairs of the Council
- (b) perform the duties imposed upon it by this by-law

The Executive Committee shall refer all decisions and recommendations to the Board for ratification. *

2. Nominating Committee

The Nominating Committee shall be composed of not less than three persons, appointed annually at the first meeting of the Board of Directors following the election of new officers. Duties of the nominating committee shall include the preparation of a slate of members for the Board of Directors to be presented at the annual meeting; the preparation of a slate of officers to be presented to the Board of Directors following the annual meeting, and such other duties as may be assigned to it by the Board of Directors from time to time.

Before submitting names of persons as members on the Board of Directors at the annual meeting, the committee shall obtain from these persons, written consent to accept the nomination.

In preparing nominations for the Board of Directors, the committee shall make every effort to ensure a fair distribution of representation on the Board from all aspects of the Council's membership and, as far as possible, from the community as a whole.

Additional nominations may be made by the voting delegates from the floor of the annual meeting providing the written consent to accept the nomination has been obtained.

3. Finance Committee - *Treasurer only*

The Finance Committee shall have responsibility for the preparation of the budget of the Council and for the month to month administration of such budget. It shall administer such special funds as from time to time come under the jurisdiction of the Council, such as the joint participation of the municipal and provincial governments in such divisions and services as the Youth Services Division and the Welfare Information Service. It may be assigned other duties from time to time by the Board of Directors.

The Finance Committee shall function as a sub-committee of the Executive Committee.

4. Other Committees

The Board of Directors may set up committees to deal with specific assignments as required.

DIVISIONS:

To facilitate community cooperation and in the best interests of community organizations, the Board may from time to time establish divisions which shall group organizations with mutual concerns and interests. In establishing such

divisions the Board shall work with the cooperating organizations in setting up the division, in developing terms of reference and a slate of officers.

The chairman or appointee of such divisions shall be a member of the Board or be eligible for appointment to the Board of Directors.

RELATIONSHIP TO THE UNITED COMMUNITY FUND:

ARTICLE II Cal

The Council shall cooperate with the United Community Fund for the purpose of developing social services in the community.

The relationship of the Council to the United Community Fund shall be further determined by such special agreement as may be ratified by the Boards of the organizations.

APPOINTMENT OF STAFF
DUTIES OF EXECUTIVE DIRECTOR:

The Board of Directors shall appoint an executive director. Such executive director shall be responsible to the Board for the satisfactory conduct of the affairs of the Council, and shall perform generally all the duties usually pertaining to the office of executive director.

SEAL: The seal of the Council shall be kept in the custody of the executive director and shall be attested by the signatures of the president and honorary secretary or in case of the inability of either or both to act, of either or both vice-presidents. SECRETARY

FISCAL YEAR AND AUDIT:

The administrative and fiscal year of the organization shall be the calendar year.

Auditors shall be appointed at the annual meeting of the organization. Such auditors shall be chartered accountants. A statement of accounts duly audited shall be presented at every annual meeting.

BOOKS: Every director shall at all times have access to and the right of inspection of all books and records of the Council. Every other delegate or member of the Council, not being a director shall have the right to inspect the books and records of the Council at any reasonable time upon reasonable notice in writing being given to the officer or officers having charge of such books and records.

NOTICE: Written notice to any delegate or any individual member shall be deemed to be received within twenty-four hours of the posting thereof, addressed to the delegate or individual member at his or her last address on record with the executive director, the responsibility for the accuracy of which being that of the delegate or the individual member.

VOTING: Any member who has not withdrawn from membership or been suspended or expelled shall have the right to vote at any meeting of the organization. Such right must be exercised in person and not by proxy or otherwise.

REMUNERATION:

Unless authorized at any meeting and after notice of same shall have been given no officer or member of the Council shall receive any remuneration for his services.

AMENDMENTS:

The objects and by-laws of the Council may be amended by extraordinary resolution at the annual or any general meeting of the Council. Written notice of the proposed amendment shall be sent to the delegates of each member organization, and to all individual members, not less than twenty-one days before the meeting of the Council at which the amendment is to be proposed, and shall be proposed as an extraordinary resolution as set forth in the Societies' Act of Alberta.

*Liability of Directors - Article
XVII.*

/eg
May 3/61

COUNCIL OF COMMUNITY SERVICES

of
EDMONTON AND DISTRICT

APPLICATION FOR ORGANIZATIONAL MEMBERSHIP

(Please Print)

DATE _____

NAME OF ORGANIZATION: _____

ADDRESS: _____ PHONE _____

AUSPICES: Private Board of Directors _____ Other (please indicate) _____

Government Department _____

COUNCIL MEMBERSHIP

Membership is the means of ensuring that the Council will be representative of, and responsible to, a broad cross section of services, organizations, and citizens in the community. Thus it guarantees that the Council and its program reflect as well as challenge community thinking concerning the measures required for the maintenance and development of the well-being of the residents of Edmonton and District.

RESPONSIBILITIES OF MEMBERSHIP

1. The organization shall appoint annually two voting members to the general membership body of the Council.
2. Voting members shall elect the Board of Directors which is responsible (to the membership of the Council) for the management of the business and affairs of the Council. Voting members are entitled to vote on all matters placed before the membership at general or annual meetings.
3. The organization seeks to support and further the aims and work of the Council by:
 - a. interpreting and encouraging the use of the Council and its services;
 - b. assisting in Council committee work;
 - c. referring for Council attention community problems and concerns;
 - d. considering Council projects and reports that would benefit from membership discussion and/or endorsement.
4. Voting members seek to keep informed concerning the aims and program of the Council by:
 - a. attending general and special meetings of the Council;
 - b. reading the Council Bulletin
 - c. subscribing to Canadian Welfare

COUNCIL OF COMMUNITY SERVICES

of
EDMONTON AND DISTRICT

APPLICATION FOR INDIVIDUAL MEMBERSHIP

DATE _____

NAME: _____

ADDRESS: _____ PHONE _____

REASON FOR APPLICATION: _____

Please check major fields of interest:

HEALTH	_____	SERVICES FOR THE AGED	_____
PUBLIC WELFARE	_____	EDUCATION (formal)	_____
RECREATION	_____	EDUCATION (adult)	_____
REHABILITATION	_____	CORRECTIONS	_____
PHYSICAL PLANNING	_____	OTHERS (specify)	_____
FAMILY & CHILD WELFARE	_____		

Check age groups with which you are principally concerned:

Infants and children	_____	Young adults & families	_____
Youth	_____	Senior Citizens	_____

The applicant is familiar with and subscribes to the aims and objects of the Council of Community Services of Edmonton and District.

I hereby wish to apply for membership in the Council of Community Services of Edmonton and District, and realize that this entitles me to one vote at any Council general or annual meeting. This membership shall be in effect according to the By-laws of the Council of Community Services, and until the annual meeting in May.

Signature _____

APPROVED by the Board of Directors of the Council of Community Services of Edmonton and District on _____ (date).

PRESIDENT _____

EXECUTIVE DIRECTOR _____

/eg
April 13/62

COUNCIL OF COMMUNITY SERVICES

of
EDMONTON AND DISTRICT

APPOINTMENT OF VOTING DELEGATES

Date _____

NAME OF ORGANIZATION:

ADDRESS:

We hereby appoint the following two voting delegates to the Council of
Community Services for the programme year ending with the Annual Meeting in _____
(date)

1. Name: _____ Phones: (B) _____ (R) _____

Address: _____

Position: _____

2. Name: _____ Phones: (B) _____ (R) _____

Address: _____

Position: _____

Each organization is entitled to appoint two voting delegates, but additional members may serve as members-at-large on committees of the Council. It is customary that one of the delegates be a senior lay member, the other a staff-person of the organization. In case your organization does not employ professional staff, or, on the other hand, if the organization does not have a lay membership, two delegates of the same kind may be selected.

Delegates' Responsibilities:

1. To attend all general meetings of the Council.
2. Delegates are expected to vote on matters brought before the general membership but their votes are not binding upon the organizations they represent.
3. To be available for special committees of the Council.
4. To keep their organization informed of Council activities.
5. To be aware of community problems and ensure they are brought to the attention of the Council.

PLEASE RETURN TO: Council of Community Services of Edmonton and District,
2nd floor, 10011 - 103 Street,
Edmonton.

/eg
Jan. 24/62.