



To: BCAAFC Board of Directors
From: Lisa Mercure, BCAAFC Member Services
Date: **September 22, 2017**
Subject: **Peer Review Committee (PRC) Services and Update**

Background

The BCAAFC Peer Review Committee (PRC) volunteer their time to provide support and assistance to Member Friendship Centres working to build capacity. Leadership development through peer mentoring is a great way to ensure our Member Friendship Centres deliver high quality programs, understand HR management and employee development, governance standards, finance controls, policy implementation, community relations, etc. The PRC is supported by the BCAAFC Elders Council.

Membership

The following is a current list of the PRC members and dates of appointments:

Name	Affiliation	Appointed	PRC Position
Marge White	(Vancouver)	2005 Elders Council	BCAAFC Elder Council/Senator
Buzz Morrisette	(Kamloops)	2005 Elders Council	BCAAFC Elder Council
Cal Albright	Kermode FC (Terrace)	September 2015	Executive Director
Janet Hanuse	Sacred Wolf FC (Port Hardy)	June 2015	Executive Director
<i>Vacant</i>			Executive Director
Elaine William	Cariboo FC (Williams Lake)	February 2015	Finance
<i>Vacant</i>			Finance
<i>Vacant</i>			Finance
Anna Zanella	Prince Rupert Friendship House	September 2015	BC Representative to NAFC Board

Nominations

BCAAFC is looking for skilled people to fill vacant roles. Please contact Lisa Mercure, Member Services, if you are interested or for more information: LMercure@bcaafc.com, 1-800-990-2432 ext 223.

PRC members are nominated by their local Friendship Centre. The PRC positions are generally for two-year terms; however, some members have stayed longer. Nominations include a letter of support from a Friendship Centre along with a brief resume of the individual nominated so people can be selected based on skill sets that complement the PRC as a whole.



PRC Terms of Reference

The Terms of Reference outline the purposes, nomination, ethics and confidentiality of the Committee. As well, it includes the roles of member Friendship Centres, BCAAFC and PRC members. The Term of Reference will be updated after the AGM to reflect BCAAFC governance structural changes (should new bylaws be approved), and to reflect changes based on BCAAFC's administration and management of the Urban Programming for Indigenous Peoples (UPIP), i.e. core funding.

Indigenous Friendship Centre Services & Standards Manual

The Indigenous Friendship Centre Services & Standards Manual outlines the general services BCAAFC offers for member Friendship Centres, which includes all outreach and services offered to members. In addition, it outlines the standards for Indigenous Friendship Centres developed by the National Technical Working Group. The PRC convened December 2016 to adopt additional standards to meet new legislation and consider revisions to support Friendship Centre core funding, should it return. Now that UPIP is rolling out, the PRC will again review the manual to ensure compliance and seek approval for distribution to the membership.

Capacity Outreach

Friendship Centres receive enhanced support during reporting periods. BCAAFC hosts conference calls with the PRC as issues arise that require their expertise. Direct outreach can range from site visits, video or teleconference meetings to support Boards and Committees, one-on-one mentorship to support management, and customization of resources for local Centres.

The PRC usually engages as a group to support a Centre in building capacity, and to provide technical support with personnel, governance, finance and fiscal year end preparations, and contract management support to resolve issues as they arise and avoid escalation or crisis where possible.

Since January 2017, three Centres have been receiving support services, with two of the Centres needing two or more PRC members appointed to the local Board to create stabilization while local recruitment occurs. Recovery plans are being developed with the support of the PRC and the goal of stabilizing and building capacity in these Centres.