

LEAGUE OF CANADIAN POETS

poets.ca
League of Canadian Poets



LCP COMMUNITY COMMITTEE HANDBOOK

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01. ABOUT COMMUNITY COMMITTEES



The League of Canadian Poets is introducing Community Committees to bring together poets based on their region, identity, writing style, interest in investigating solutions or opportunities, or the simple desire to connect with other poets. The League's membership is growing larger every day and with poets being dispersed nationally, these committees will provide the opportunity for more intimate and meaningful connections for poets.

In summer 2022, the League opened the opportunity for poets to join Community Committees. These committees are intended to bring poets together to foster connection, conversation, issue-focus, and community. Committee meetings will begin in October 2022.

League of Canadian Poets staff will provide support, guidance and tools for Committees (such as access to Zoom), but Committees will organize and meeting independently within the policies and by-laws of the League.

Committees exist as a part of the League of Canadian Poets, allowing poets to connect in ways the organization cannot facilitate. All Community Committees must follow the policies laid out in this document.

A committee may form to:

- **Research an issue relating to poets**
- **Research an opportunity related to poets**
- **Bring together poets to read, write, work and share together**
- **Build community between poets who have common goals, interests or identities**



COMMITTEE GUIDELINES

- All Committees must adhere to the League of Canadian Poets by-laws and policies
- Committees may make **recommendations** to the Poets Advisory Council and Board of Directors
- Committees may work together to **apply for funded events** through the League funding programs
- Committee members **will not get preferential treatment** through the organization
- Committees will do the majority of their work **independently** but will be able to access the resources of the League to function and share information with members
- All Committees must contain a **minimum of 3 League members**
- Each Committee must be formed for a unique purpose or group. **We will not be creating duplicate Community Committees**



League staff are excited to support our new Community committees, but are limited in their capacity to do so. We ask that you respect the limits of our small team.

LEAGUE STAFF CAN

- Provide access to the League's Zoom Account
- Provide guides and information for Committees
- Answer questions
- Post information to our web page on Community Committees
- Provide advice on projects, readings and Robert's Rules

LEAGUE STAFF CANNOT

- Schedule meetings for Community Committees
- Facilitate committee meetings
- Host or facilitate events
- Take minutes or create agendas
- Provide funding for committee projects (though we will take proposals to the Board and PAC)
- Provide preferential treatment to members who belong to or chair committees

02.

COMMITTEE

ROLES

All Committee Chairs, Co-Chairs and Secretaries are appointed by Committee members

COMMITTEE CHAIR

Chair responsibilities include:

- Scheduling Committee Meetings
- Creating agendas for meetings
- Writing meeting minutes
- Overseeing committee members and meetings
- Sitting on the Poets Advisory Council
- Writing 2 reports per year for the Poets Advisory Council

COMMITTEE CO-CHAIR

Some community committees may operate with a single chair, but some may opt to select two co-chairs to allow for additional support for large or busy groups.

COMMITTEE SECRETARY

If Committees are exceptionally large, very busy or the Chair or Co-Chairs have a lot of work to do, the Committee may opt to select a secretary to provide support with certain roles that would usually be taken on by the Chair. If a secretary is appointed in addition to a Chair or Co-Chairs, they will be responsible for:

- Scheduling Meetings
- Creating agendas for meetings
- Writing Meeting Minutes
- Attending Poets Advisory Council Meetings
- Writing reports for the Poets Advisory Council

All Committees must select a Chair. Some Committees may choose to select Co-Chairs and Secretaries. The division of tasks between Chairs, Co-Chairs and Secretaries will be decided by those in the roles.

AN IDEAL COMMITTEE CHAIR OR CO-CHAIR IS:

- Well versed in the community, region, issue or opportunity that the Committee has been created to focus on
- Willing and able to schedule and facilitate committee meetings and to oversee members
- Willing and able to create agendas and record minutes for each meeting
- Willing and able to sit on the Poets Advisory Council, and to write two reports per year for the PAC

AN IDEAL COMMITTEE SECRETARY IS:

- Someone who wants to support the Chair or Co-Chairs of a Community Committee by taking on some delegated tasks to disperse work
- Well versed in the community, region, issue or opportunity that the Committee has been created to focus on
- Willing and able to schedule and facilitate committee meetings and to oversee members
- Willing and able to create agendas and record minutes for each meeting
- Willing and able to sit on the Poets Advisory Council, and to write two reports per year for the PAC

Chairs, Co-Chairs and Secretaries will be selected at the first meeting with a motion requiring a mover, seconder, and majority of votes in favour.

03. COMMITTEE RESPONSIBILITIES

EQUITY, DIVERSITY AND INCLUSION

01.

Community Committees represent an exciting opportunity for League members to engage with each other and with League leadership to take action on a wide range of issues; with this empowerment comes the responsibility to be accountable to members and to embody equity, diversity, and inclusion within our community. We have prepared a statement and guide to support Committees in amplifying and celebrating the power of poetry in Canada, operating inclusively, ethically, and harm-free.



CLARITY AND ORGANIZATION

02.

Committees must operate in a way that provides its members with a clear understanding of the Committee's purpose, intents, and commitments. This includes:

- Ensuring all members have access to meeting schedules with advanced notice
- Ensuring all members have access to meeting minutes
- Ensuring meeting documentation is clear and accurate
- Maintaining a safe and professional environment during any Committee meetings, events, or other goings-on

ADHERENCE TO POLICIES

03.

All Committees must adhere to the League of Canadian Poets by-laws and policies. We also ask that committees follow Robert's Rules and ensure that they are focused on equity, diversity and inclusion of all members.

Any committee that exhibits inappropriate behaviour including harassment, abuse of members, coercion, abuse of mailing list or other behaviour that is detrimental to members will be dissolved. Committees that have not met for 12 calendar months will be dissolved.

EQUITY, DIVERSITY & INCLUSION

The League of Canadian Poets is committed to advancing equity, diversity, and inclusion within our staff, Board, volunteers, and membership, as well as in the Canadian poetry community and literary non-profit industry. Part of this commitment within our organization has been the introduction of Community Committees: staff-supported committees that can be formed by any active member of the League to bring together poets of any shared interest or identity, with a representative Committee Chair who can bring issues, concerns, and ideas to the Board of Directors at regularly scheduled meetings.

This initiative provides the League with the opportunity to better understand the immediate concerns and passions of our membership, with a wide range of groups represented from our community. We expect each group to be guided by their respective goals and projects, and we also implore our Community Committees to embody equity, diversity, and inclusion.

EQUITY

Equitable freedom of expression allows for all individuals to safely voice their concerns; this may mean that some spaces are dedicated to individuals of a shared identity or stance, and that members must respect boundaries as established by the Committee Chair.

INCLUSION

Inclusion among committees must be demonstrated by having accessibility measures in place for all meetings, events, and discussions, as well as by showing an awareness of the many ways access can be impeded. Examples of inclusion and accessibility include physical accessibility and disability support, as well as a commitment to enforcing safe-space boundaries and guidelines at meetings and events.

DIVERSITY

Diversity among committees should be reflected in as many ways as possible, with representation from poets of different educational backgrounds, cultural backgrounds, and socio-economic backgrounds, as well as geographical diversity and poetic style diversity when applicable.

**Find more accessibility
and inclusion resources
at poets.ca/committees**

04. COMMITTEE PROCEDURES

ORGANIZING A MEETING

01.

Committee Chairs, Co-Chairs, and Secretaries are responsible for scheduling meetings. We recommend that all Committees meet a minimum of 2 times per year.

1. Select potential dates and times for your meeting
2. Create a doodle poll for your committee members
3. Send an email with options
4. Find the best date for your group
5. Let the League know what date you have selected (so you can save the date/time on Zoom)
6. Announce the date by email
7. Send a calendar invitation to everyone that includes
8. A Zoom link for the scheduled meeting
9. A meeting agenda
10. Minutes from the last meeting
11. Any news
12. A link to the League's Committee Page
13. One week before your meeting, send a reminder email
14. 24 hours before your meeting, send a reminder email

COMMUNICATING WITH MEMBERS

02.

Chairs, Co-Chairs and Secretaries of Community Committees will be given access to a mailing list with all poets who have signed up to participate. This will allow them to contact members to:

- Schedule Meetings
- Share agendas, minutes, and news
- Work on items and events between meetings

Mailing lists are confidential, and all emails must be kept private and not used for personal promotion. Contact information for member poets is protected. Anyone who does use a committee list for purposes outside of the Committee will be removed from their position.

All meetings must have:

- **An Agenda**
- **Minutes taken**
- **Votes on procedural matters**



05. COMMITTEE GUIDES

AGENDA TEMPLATE FOR COMMUNITY COMMITTEES

HOW TO ORGANIZE AND SCHEDULE A COMMITTEE MEETING

HOW TO ORGANIZE A READING, CONVERSATION OR POETRY EVENT FOR COMMUNITY COMMITTEES

APPLYING FOR FUNDING FROM THE LEAGUE OF CANADIAN POETS FOR COMMUNITY COMMITTEES

HOSTING A DIGITAL OPEN MIC NIGHT FOR YOUR COMMUNITY COMMITTEE

HOSTING A GROUP WRITING SESSION FOR YOUR COMMUNITY COMMITTEE

HOW TO ORGANIZE A POETRY WRITING CAMPAIGN FOR SPECIFIC CAUSES OR EVENTS

HOW TO CREATE A REVIEW CIRCLE FOR YOUR COMMUNITY COMMITTEE

HOW COMMUNITY COMMITTEES CAN CONTRIBUTE TO THE LEAGUE OF CANADIAN POETS PROJECT BANK

PARTICIPATING IN THE POETS ADVISORY COUNCIL

HOW TO SET UP ZOOM FOR A COMMUNITY COMMITTEE MEETING

USING DOODLE TO SCHEDULE YOUR COMMUNITY COMMITTEE MEETING

TAKING MINUTES FOR YOUR COMMUNITY COMMITTEE MEETINGS

Visit poets.ca/committees/guides to view and download guides to help with a variety of Community Committee procedures