



REGIMENTAL FAMILY ADVISORY COUNCIL (RFAC)

Terms of Reference

[Abstract](#)

The Regimental Family Advisory Council develops and delivers proposals from across the Regimental Family for possible execution to meet the GUILD's charitable program mandate.

VERSION 1 - April 2024

REGIMENTAL FAMILY ADVISORY COUNCIL

TERMS OF REFERENCE

REVISION HISTORY

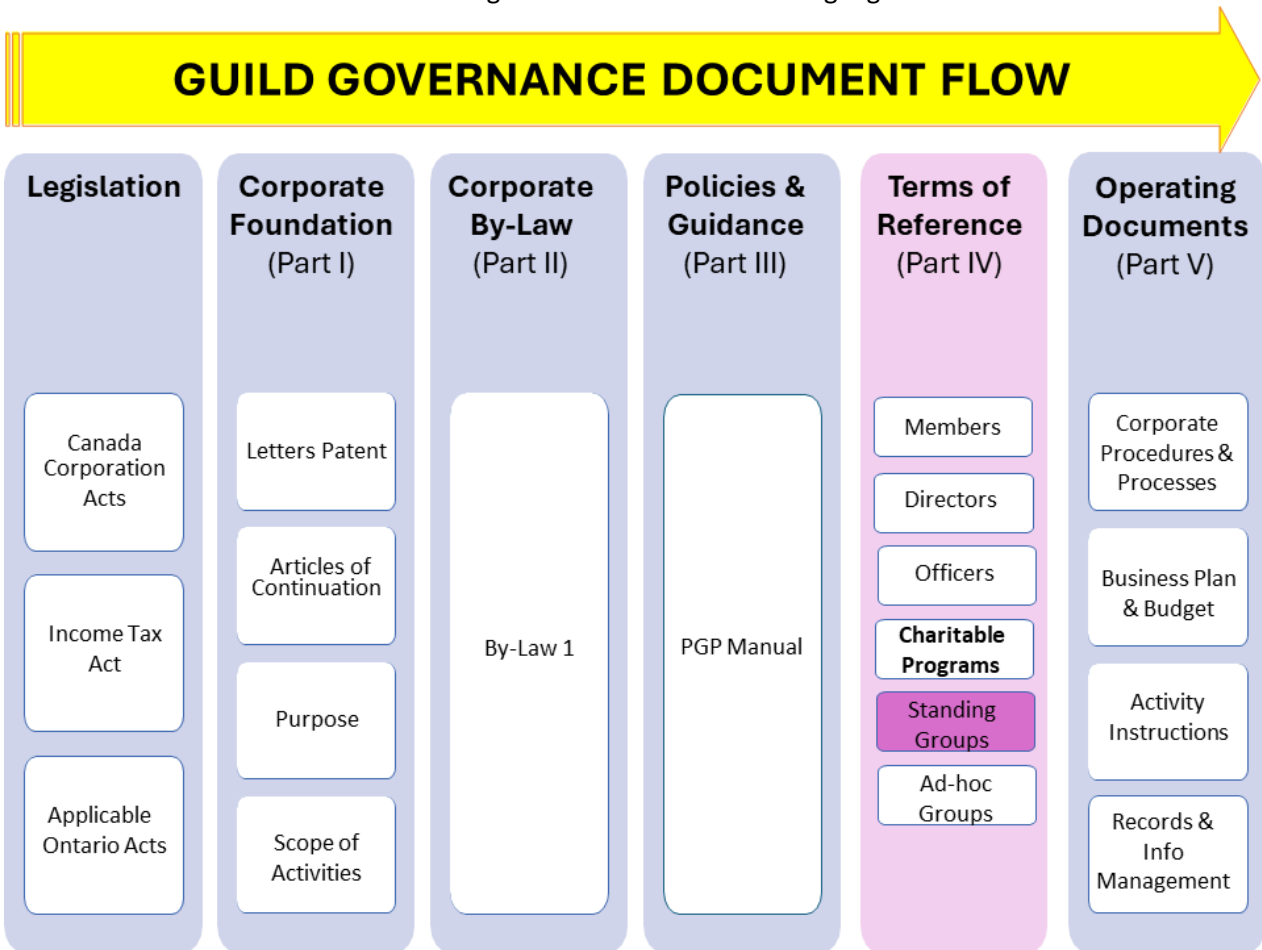
Version	Issue Date	Author	Reason for Change
Draftv1.0	February 2021	Thomas Burnie	Initial draft for comments (called the Regt Family Advisory Group – RFAG). Never fully coordinated or approved
Draftv1.1	November 2023	Jim Follwell	Name Change to Regt Family Advisory Council – RFAC, duties and responsibilities refined, processes developed as separate SOP docs to support mandate.
Draftv1.2	March 2024	Jim Follwell	Incorporated comments from current RFAC leadership. Sent for full Board comment
Draft 1.3	April 2024	Jim Follwell	Integrated comments from the Board, ready for approval

APPROVALS

Version	Issue Date	Approving Authority	Comment
1.0	March 2021	Board of Directors	Provisional Use but never completed
1.0	February 2024	Board of Directors	Provisional use of Draft v1.1
1.0	16 April 2024	Board of Directors	Approved Draftv1.3 for publication and full use

GOVERNANCE DOCUMENT FLOW

This document fits in the suite of GUILD governance documents as highlighted.



AUTHORITY

The Regimental Family Advisory Council is created as a standing group under the authority of the Guild of The Royal Canadian Dragoons (the Guild), By-law Section 44. As an advisory entity, it holds no authority to approve implementation or execution of activities unless specifically directed by the Board of Directors. Additionally, it has no budget allocated to it but may request support from the board for the conduct of its mandate.

This council can be disbanded at the discretion of the Guild Board of Directors by a simple majority vote.

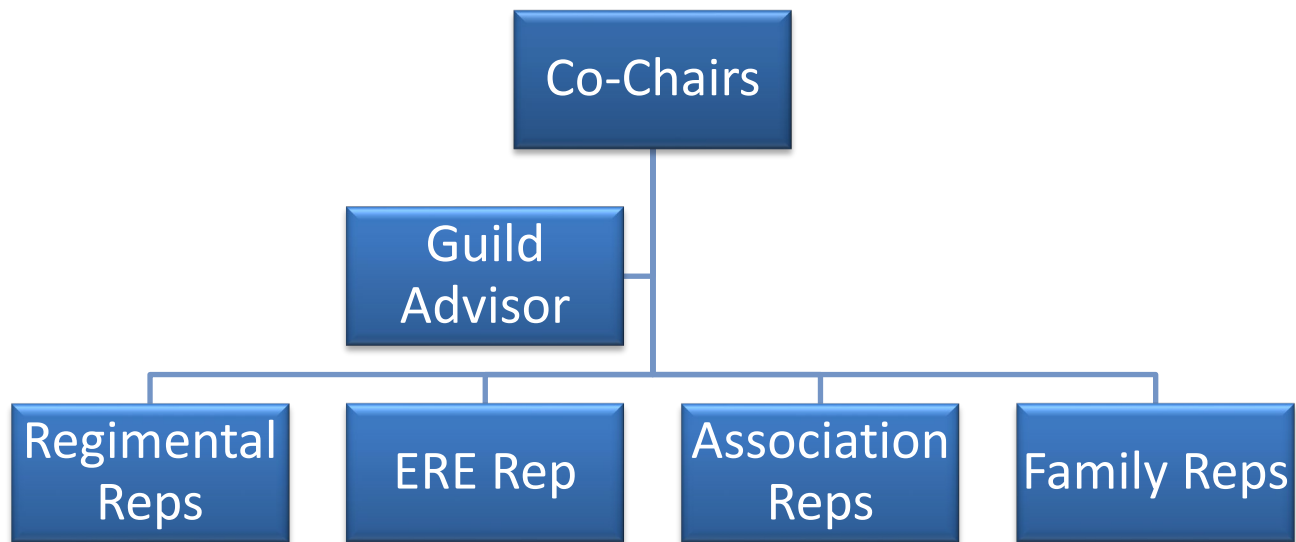
PURPOSE

The Regimental Family Advisory Council (RFAC) advises and supports the Guild Board of Directors in identifying the Regimental Family's needs, developing proposals to support activity implementation and supports the monitoring of activity success in line with the Guild's Purposes. It interacts with all elements of the family to determine where Guild charitable activities would be most beneficial and promotes Regimental Family awareness of Guild activities.

All RFAC plans, decisions and recommendations are subject to Guild Board of Director approval.

COMPOSITION

As a minimum, this council shall comprise: two co-chairs (identified from the council membership), two members of the serving Regiment, one serving member from outside the unit (ERE), two members of the Association, and one Regimental Family member (representing spouses/dependants). The Guild will also appoint a Guild Director as an advisor to the RFAC. He/she shall contribute to the council in an advisory/mentorship and supporting capacity to provide corporate perspectives, advice and inputs to the Council.



At the discretion of the Council, other volunteers/subject matter experts can be identified and recruited as members of the council. Ideally, there could/should be representatives of members and spouses of retired and serving military members, representatives of the various rank levels (Trooper, Jnr NCO, Snr NCO, Junior Officer, and Field Officers) or sub-units, representatives of the associated cadet corps and representatives of the RCD Association (nationally and chapters).

The Board of Directors, by resolution, must approve the hiring of any paid professionals and may remove any Council member (By-law, Section 44).

RELATIONS FOR OPERATIONS

The RFAC is a key enabler of efforts across all Guild Committees and charitable programs, soliciting and developing charitable program ideas from across the Regimental Family. To this end, the RFAC will engage with all Directors and Committee chairs to ensure the effective development and implementation of support projects/activities as coordinated through the Guild Board.

It shall meet at the call of the co-chairs at least quarterly (1-2 weeks before each Board Quarterly meeting)

or as required to conduct its work.

The connection with the Awareness Committee is also a key enabler for successful distribution of “calls for ideas”, “information gathering” and “family feedback of our activities”.

FUNCTIONS AND RESPONSIBILITIES

FUNCTIONS

The RFAC is responsible for executing assigned responsibilities including soliciting project and activity proposals for execution by the Guild’s Charitable Committees. Specifically, this council has four main and inter-related functions:

- Soliciting and receiving ideas for projects and activities that provide support to the Regimental Family.
- Investigating, developing and presenting detailed proposals and estimates for Board approval.
- Supporting the implementation of approved proposals and the development of other projects/activities as directed by the Board of Directors.
- Monitoring and gauging the effectiveness of Guild projects with Regimental Family members.

RESPONSIBILITIES

Listed below are the primary RFAC responsibilities against the key functions. This list is meant to identify key coordination points and approaches in the context of the Guild Charter.

IDEA GATHERING

As a responsible organization, the Guild must be proactive in collecting and promoting charitable ideas that are within our purposes and activities, and important to the Regimental Family. The RFAC has been established to be a central focus for identifying ideas for Board consideration. To realize this goal, the RFAC must be very familiar with the Guild’s purposes and activities.

Key activities for gathering ideas include (but is not limited to):

- Establish and maintain a plan with detailed processes to enable the regular collection of ideas.
- Together with the Awareness Committee, leverage existing communication tools (website, emails, social media) to solicit ideas from across the Regimental Family.
- Engage all elements of the Regimental Family to solicit ideas where Guild Support would be most beneficial and have the widest application.
- Identify and prioritize submitted ideas from recipient audiences, creating an initial priority when compared with need and Guild mandate.
- As required, coordinate the participation of idea “owners” to ensure alignment of intent during proposal development.
- Supporting other Guild Board of Director activity planning as directed.

PROPOSAL DEVELOPMENT

This component of the RFAC’s work starts with the receipt of an idea and ends when a proposal is accepted (or denied) by the Board. As standing guidance, all ideas will be presented to the Board for consideration at

their Quarterly meetings, each with an initial validity assessment from the RFAC. Normally, an idea that clearly does not meet the Guild’s charitable purposes and activities will not be fully developed but must still be presented for Board confirmation. All other RFAC endorsed ideas shall be developed into formal proposals (using the approved headings found below) for official consideration by the Board. During an idea presentation, further information may be required from the submitter and/or further investigation by the RFAC.

Key tasks for the RFAC during proposal development include:

- Conduct an initial feasibility assessment to determine an idea’s validity within the Guild’s purposes and activities.
- Coordinate with the Guild Charitable Committees, to determine initial alignment of an idea against each charitable program to avoid duplication of effort against existing Guild initiatives and other existing government programs such as CAF Transition and Veterans Affairs.
- Investigate details to support the development of presentations for each idea per the recommended headings listed under Proposal Content (below).
- Present ideas at Board of Director meetings for Board of Director consideration and decision/direction as required.
- Conduct follow-on research of ideas as directed by the Board of Directors.

PROGRAM EFFECTIVENESS

As the Guild is a registered charitable organization, it is responsible to manage our charitable programs and activities that maximizes our support to our recipient community (our Regimental Family). To ensure our programs are effective, the Guild shall seek regular feedback from across the Regimental Family to improve existing activities and introduce new activities to meet needs.

To support program feedback and improve the activities of the Guild, the RFAC shall:

- Solicit feedback from all elements of the Regimental family on the effectiveness of the Guild’s Charitable Programs and activities.
- Brief the Board of Directors on the feedback from the Regimental Family for consideration.

SUPPORTING INSTRUCTIONS

PLANNING CYCLE

As a general principle, the RFAC will align with the Guild’s Business Planning cycle. Normally, proposals shall be collected and researched during the year and then presented for potential inclusion in the next fiscal year. The key periods for RFAC contribution to business planning and budget allocation processes are:

- Throughout – Collect and prepare idea proposals. The RFAC will also solicit feedback to present a report on the effectiveness of approved ideas.
- First Quarter (January) – Present ideas to the Board of Directors at the Q1 Board of Directors meeting for approval and assignment to a Charitable Program.
- Second Quarter (April) – Coordination with Charitable Program Committees (Quality of Life, History and Heritage, and Awareness) to develop/integrate budgeting requests into the Committee Business Plan.

- Third Quarter (June/July) – The RFAC supports the idea’s implementation coordination by the Charitable Program Committees.

Where a proposal is considered time-sensitive and can’t wait until the normal business planning cycle, the RFAC can advise the Board of Directors, prepare the proposal and seek a decision at the closest Board meeting.

PROPOSAL CONTENT

The construct of each proposal will be tailored to best present the idea and its accompanying data, as researched by the RFAC team. It is imperative that certain information be included in any idea proposal to ensure that the Board of Directors can make an informed decision.

The following information shall be included in each proposal:

- A detailed description of the idea.
- Recommended application of the idea (if accepted) – under which charitable program (Quality of Life, History & Heritage, Awareness), will it be an enduring activity, limited in duration or just one-time?
- The envisioned impact of the idea (who/how many in the Regimental Family it benefits and how it helps) - the scope and scale of the idea.
- The estimated cost of the idea – total, options that reduce costs, can it be phased.
- Any potential/recommended supporter for the Charitable Program leader to implement and manage the idea if accepted.

ADMINISTRATION, REPORTS AND RETURNS

The Regimental Family Advisory Council is responsible for submitting its reports and returns to the Board (in writing through the Guild Coordinator unless noted otherwise) as follows:

- All meeting Records of Discussion.
- Presentations and supporting documentation to support Proposals.
- Council activity reports at quarterly Board Meetings to update ideas, meetings and feedback.
- Annual work/activity plan and budget requirements (through the Guild Business Planner).
- Annual report on the past year's activities to identify the Council’s performance/contribution to the Guild’s overall priorities and goals.