

FAITH AND SHARING COMMUNITY
ORGANIZATIONAL STRUCTURE

The 2010 Annual General Assembly Meeting of Faith and Sharing accepted the following document as the new Organizational Structure of Faith and Sharing. We are aware that the effectiveness of this document depends on our commitment to its spirit and especially on our commitment to Jesus, to one another, and to the poor.

Centre de l'Amour, Plantagenet Ontario, July 2010

The following abbreviations are used throughout this document:

F&S = Faith and Sharing

NA = North American

NAC = North American Committee

1.0 THE NORTH AMERICAN COMMITTEE (Board of Directors of the Corporation)

1.1 The NAC is composed of:

- a). two Coordinators: one representing the French speaking communities and the other representing the English speaking communities
- b). a Spiritual Guide (a bishop or priest)
- c). an Executive Secretary appointed by the NAC
- d). a Treasurer (preferably a Canadian) appointed by the NAC. (The Treasurer may also hold another position on the NAC.)

1.2 The NA Coordinators should not be local coordinators.

1.3 The NAC, as much as possible, meets once a year in conjunction with the General Assembly Meeting. Business is also conducted through phone discussions, live Internet meetings and/or email communication.

1.4 The NAC acts as a search committee for the nomination of NA Coordinators, always conscious of the French/English reality in North America.

1.5 Terms of office:

- a). The Coordinators have a term of office on the NAC of three (3) years (renewable for a 2 -year period) to be ratified by the General Assembly.

Their term of office begins on the date they become members of the NAC, regardless of the position they occupy.

- b). The Spiritual Director, Secretary and the Treasurer have a term of office of three (3) years (renewable for 2 -year periods).

2.0 THE ROLE OF THE NORTH AMERICAN COORDINATORS

- 2.1 The Coordinators are responsible for convening and presiding at the NAC meetings including any electronic interchanges.
- 2.2 Together with the NAC, the Coordinators prepare the annual General Assembly Meeting and the NA Retreat.
- 2.3 The Coordinator with the most seniority on the NAC presides at all meetings unless the NA Coordinators decided otherwise.
- 2.4 The Coordinators support the local communities especially those of their language.
- 2.5 The Coordinators work with the secretary and communicate with the local communities through various methods i.e. NA bulletin, email, etc.
- 2.6 The Coordinators collaborate with those who announce the word/the animators for the NA retreats.
- 2.7 The Coordinators are responsible, together with the NAC, for finances of the F&S Federation.
- 2.8 The Coordinators formulate and announce a vision for F&S.
- 2.9 The Coordinators attend local meetings or retreats when possible.
- 2.10 The Coordinators review the documents that govern F&S to ensure that they reflect and support the current realities of F&S

3.0 THE ROLE OF THE SPIRITUAL GUIDE

- 3.1 After consultation, the coordinators will invite a person who deeply holds the gift of Faith and Sharing to be a member of the committee as spiritual guide.
- 3.2 The Spiritual Guide is a member of the NAC of F&S.
- 3.3 Expectations for the spiritual guide:
 - a. Meet with bishops to create links
 - b. Help the NAC to remain faithful to the gifts of F&S
 - c. Challenge the NAC on the direction of F&S
 - d. Attend meetings of the NAC and General Assembly

4.0 THE DUTIES OF THE SECRETARY:

- 4.1 The Secretary shall attend all meetings of the NAC and the General Assembly and will record all notes and minutes of all proceedings in the books to be kept for that purpose.
- 4.2 He/she shall fulfill all other duties assigned to him/her by the rules and by the NAC.
- 4.3 He/she keeps the Seal of the Corporation and the book containing the minutes and all the other Corporate registers.

5.0 THE DUTIES OF THE TREASURER:

- 5.1 The treasurer shall have the custody of all the assets of the Corporation and of its account books.
- 5.2 He/she shall have an up-to-date account of the assets, liabilities, receipts and disbursement of the Corporation and keep it in a special book.
- 5.3 He/she shall deposit the monies, securities and other valuable effects in the name and to the credit of the Corporation in such chartered bank as may be designated by the Board of Directors.
- 5.4 The Treasurer will provide financial reports at the close of each fiscal year to Corporation Canada, the NAC and the General Assembly.

6.0 THE NORTH AMERICAN BUSINESS MEETING: (The General Assembly)

- 6.1 The Annual NA Business Meeting shall be held once every fiscal year, as required by Corporation Canada.
- 6.2 This meeting can be held either at the NA Retreat or as part of a NAC meeting or at a time and place designated by the NAC.
- 6.3 At this meeting, all F&S members are invited and welcome. Care should be taken that all members are notified of the meeting so there be, as far as possible, representatives from many of the Faith and Sharing local communities.
- 6.4 Business at this meeting includes, but is not limited to: reports on the activity of F&S North America, acceptance of the Financial Report from the Treasurer, the ratification of new members to the NAC and approval of any changes to this Organizational Structure Document.

7.0 THE ROLE OF THE REGIONS: the Regional structure is hereby suppressed.

8.0 ROLE OF THE LOCAL COORDINATORS:

8.1 The local coordinators link their F&S communities with the total community of F&S through the NA Coordinators.

8.2 The local coordinators take leadership

- a. in knowing the gift of F&S in the Church today
- b. in “shepherding” the local community as they plan retreats, days of prayer and meetings
- c. in fostering & maintaining the spirit of F&S with their communities
- d. in promoting the Heart to Heart Bulletin with members
- e. in communicating with the NA Coordinators about issues of local concern.