

**IRANIAN WOMEN'S ORGANIZATION OF ONTARIO**  
**BY-LAW ANNEX**  
**October 2023**

Supplementary Description of Standing Committees and their responsibilities

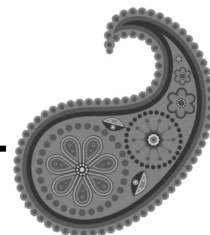
**1. Executive Committee.** The Executive Committee shall be authorized to act for the Board in dealing with any matter delegated to it by the Board. The Executive Committee oversees IWO's operational matters in cooperation with the President who has direct operational responsibility over matters such as:

- a. creating and monitoring policies to ensure that the Organization is following municipal, provincial and federal laws and best practices relating to its employees;
- b. creating a safe work environment for current and prospective employees;
- c. designing policies regarding independent contractors and volunteers;
- d. reviewing policies, identifying potential HR related issues, and offering suggestions in consultation with the Board if necessary;
- e. conducting staff compensation scale and benefits (including health insurance, pension plans, and fringe benefits) reviews;
- f. conducting staffing structure and needs reviews as well as annual evaluations;
- g. designing and implementing independent contractor, volunteer and internship policies; and
- h. overseeing IWO's property list and its care.

**2. Art and Culture Committee.** The purpose of this Committee is to help keep the Iranian art, literature, and culture alive and vibrant for the Iranian-Canadian community and especially for the younger generations. This Committee may design and implement various educational and recreational programs such as music, painting, photography, theater, film, Shahname and Hafez khani, creative writing and story telling in Farsi language.

**3. Entrepreneurship Committee.** The main purpose of this Committee is to increase the knowledge of the Iranian Canadian and other Farsi speaking women and their families about entrepreneurship opportunities and workplace demands in Canada. The objectives of the Entrepreneurship Committee include:

- a. help (aspiring) entrepreneurs by hosting workshops related to important subjects in business;
- b. help Iranian and other Farsi speaking entrepreneurs to develop and grow their businesses;
- c. provide continuing education for entrepreneurs by hosting monthly workshops on topics related to business such as marketing, finance, law, insurance etc.;
- d. disseminate information about available government funds and support programs for female entrepreneurship in Canada;



- e. facilitate peer-to-peer support and encouragement for female entrepreneurs by hosting successful women entrepreneurs to provide aspiration and education.

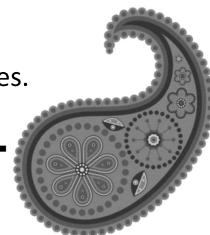
**4. Events.** The purpose of this Committee is to plan and organize various kinds of events in line with IWOO's mission and objectives.

**5. Finance & Grants Committee.** The purpose of this Committee is primarily to research potential sources of revenue and funding, prepare, review, evaluate and submit grant proposals, and oversee the financial health of the Organization. The Treasurer shall be a permanent member of this Committee. The objectives of the Finance and Grants Committee include:

- a. develop an annual operating budget with staff;
- b. present all financial goals and proposals to the Board of Directors for approval;
- c. monitor adherence to the approved budget;
- d. set long-term financial goals along with funding strategies to achieve those goals;
- e. develop multi-year operating budgets that integrate strategic plan objectives and initiatives as needed;
- f. provide monthly financial reports;
- g. develop and implement internal controls and accountability policies;
- h. advise IWOO's Board of Directors on all matters related to the allocation of grants;
- i. develop eligibility criteria, priorities, policy and procedures for allocating resources to various programs and services offered by IWOO;
- j. evaluate the programs and services managed under the auspices of IWOO in cooperation with Government grants, grant stakeholders, and the general public with a view to making recommendations to the Board of Directors.

**6. Legal.** The purpose of this Committee is to ensure IWOO's compliance with all By-laws and applicable law and facilitate access to justice for all IWOO Members through general legal education. The objectives of this Committee are to:

- a. ensure IWOO's compliance with its By-laws and policies and the municipal, provincial and federal laws and applicable regulations;
- b. provide general legal education for Members by hosting workshops on various legal subjects of interest to the community;
- c. facilitate access to justice for Members through general education; and
- d. connect Members to the Iranian-Canadian legal professionals for Pro Bono consultation services.

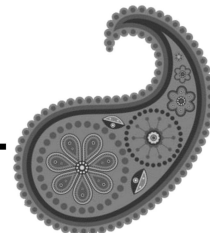


**7. Mental Health and Wellness.** The main purpose of this Committee is to increase awareness about the importance of mental health as well as wellness in daily life, while reducing the stigma surrounding mental illness in our communities. The objectives of the Mental Health and Wellness Committee are to:

- a. provide educational seminars and mental health clinics;
- b. facilitate access to expressive art and mental health workshops;
- c. host informal support groups;
- d. collaborate with other mental health organizations across Ontario to raise awareness of important mental health issues impacting our communities;
- e. provide monthly workshops regarding well-being;
- f. offer yoga and various other fitness classes;
- g. offer public Health and alternative medicine workshops; and
- h. respond to other specific needs of the Iranian-Canadian community such as:
  - building self-confidence and resilience
  - parenting children in a new environment
  - supporting families who have a family member with a mental illness
  - raising awareness of LGBTQ+ rights and supporting LGBTQ+ communities
  - promoting seniors' mental health

**8. Public Relations.** The purpose of this Committee is to create awareness about IWOO and its services, projects and activities, and in doing so, promote the values and work of the Organization. The objectives of this Committee are to:

- a. facilitate media coverage of IWOO's activities;
- b. create and maintain IWOO's website to enhance internal and external communication and visibility;
- c. contact local radio and TV stations and magazines to air free public service announcements;
- d. develop a mass media plan;
- e. edit and publish IWOO's flyers at least on a monthly basis and IWOO's social media posts at least on a weekly basis;
- f. photograph IWOO's projects and events.



**9.Volunteers and Membership.** The purpose of this Committee is to reach out to the community, recruit, maintain and oversee volunteer resources, expand IWO's membership, and to provide engagement opportunities for the Iranian community. The objectives of the Volunteer Committee are to:

- a. present IWO's mission and services to attract more members and volunteers and facilitate their involvement with IWO's various services;
- b. provide leadership and expertise on volunteerism to increase the participation, equality, and diversity of volunteer experiences;
- c. connect people, ideas, and information to empower leadership and networking among the volunteers and improve their access to social, economic, and educational opportunities in Canada; and
- d. provide necessary volunteer training to empower volunteers to succeed and flourish.

