**Peace Maker Society Official**

**Unregistered, Unincorporated, Community Solution Initiative Committee’s Manual**

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**This manual became valid as Peace Maker Society Law once signed and approved by Marcel of the family Bessette, one of the founders to Peace Maker Society. It has also been signed by three witnesses or verifiers.**

**World Mediation & Standards Committee:**

**Founder/Society Signatory/Chair Authority of Role**

* Marcel of the family Bessette - Marcel is the final say on all decisions. He has

veto power over all society decisions.

**Confidential Consultants -** Consultants have no decision making authority

* C.C (Advisor/2ND Mind) They give expert advice to Marcel or World
* C.C. (Committee’s/Gov Pay How) Mediation & Standards Committee Chair.
* C.C. (Event Comm/2nd int/Community School)
* C.C. (Radio Training/media/Radio Announce)

**World Mediation & Standards Committee:**

The **World Mediation & Standards Committee** is the top/leading Committee of Peace Maker Society under Marcel. Marcel of the family Bessette is one of the Founders. He has the only authority to pass law or authorize programs under Peace Maker Society. He is the Chairman of Peace Maker Society World Mediation & Standards Committee. He uses his expertise to execute his decisions through the World Mediation & Standards Committee, which consists of various Confidential Consultants, Administrators, and experts in various fields.

**Local Mediation & Standards Committee** Teams once established and staffed locally are the next tier in our society governance structure. They are our action people all around the world. They meet with the Peace Maker Society World Mediation & Standards Committee to advise them of progress in their area. They then take the decisions agreed upon by the **World Mediation & Standards Committee** Chairmen. They then pass the decisions on to Local  **Mediation Standards Committee** Chairman or Chairwoman. They then pass along decisions and advice to the **Local various Free Program Franchise Committee Heads.**

**The World Mediation& Standards Committee** is in charge of all Committee Chair Positions for **Local Mediation Standards Committees** , They need the World Mediation & Standards Committee approval on all hires for Chairman or Chairwoman positions which they find for the other committees.

All Committee Chair positions will need an assistant, someone to organize the doing they do. They will deal with all details. The Chairs assistant takes details from the world, works and acts like the Committee Chairs buffer. Assistant tells Chair only progress and results. Hit target, yes or no. Makes it happen, on Chair’s direction.

**Worldwide Governance/Reporting Structure For Committee’s**

* The top oversight committee for all of Peace Maker Society is our **World Mediation & Standards Committee.**  All **Local Mediation & Standards Committee’s** answer to the **World Mediation & Standards Committee.**
* Each Local Area will have a **Local Mediation & Standards Committee.**
* Under them will be the **Individual Free Humanitarian Community Solution Initiative Franchise Standards Committees.**
* Under them will be our **Recruiter Of Record Positions.**

All Peace Maker Society Programs will be accountable for due diligence standards to **World Mediation & Standards Committee.**

**Peace Maker Society Official BLANK/GENERAL Committee Governance Instructions/Template & Structure:**  
This document is to act as the official Peace Maker Society Committee Template and Structure. Each program and new committee will require its own filled out version of this template.

(Big Meeting)(More often if busy, less if not)

**Peace Maker Society**

**Free Humanitarian Community Solution Initiative Franchise Standards**

**Committee Meeting Agenda Template**

The reason for these big meetings is so all Committee Heads can ask questions all at once, at one time, so as not to take up everyone’s time outside meetings. So Peace Maker Society World Mediation & Standards Committee can ensure Due Diligence is being done, not out to get anyone in these meetings.

* Chair people bring Meeting Minutes from their own meetings with their committee.
* They inform Marcel or the Committee that head answers to, on what is currently going on.
* Progress report of what is happening since last meeting
* What are you doing?
* Where is the project at?
* What’s happening currently?
* How’s it going?
* Where they and we want them to be by next meeting or in general.
* Let me know, and we discuss, what is needed to get the job done.
* Discuss any limiting factors, come up with solutions, or get expert advice on how to handle limits if outside our current knowledge base.

The Chairs of the various committees have their own meetings with their Committee/Team. Complete with Meeting Minutes. Only discuss at big meeting pertinent or pressing matters

Each item discussed, at either the big meeting or committee meeting, must be actioned by assigning it to someone, complete with finished by deadline.

**Official Peace Maker Society Committee Template Structure:**

**Chairman/Chairwoman:** The Chair position does the doing. They are the Head of committee and liaison with the World Mediation & Standards Committee in big meeting/mentoring. The Chair position also creates their own meeting agenda’s. Chair position in charge of own recruiting, so must be good with people, in a recruiter kind of mentality. The World Mediation & Standards Committee Chair is the only position on any board with direct access to Marcel or his assistant, unless someone else filling in of course.

**Secretary/Assistant to the Chairman/Chairwoman:**  The Assistant to the Chair position does the organizing and administration for everything the Chairman/woman does. Also prepares/types up meeting agenda, and is responsible for taking meeting minutes/notes.

**Treasurer:** Looks after financials, balance sheets, annual budgets, expenses, start-up costs, etc.

They go over in each meeting they have….

* Our agenda
* Our goals
* What we need to do
* The topic is, and this is what we need.

**Local Unregistered, Unincorporated, Humanitarian Community Solution Initiative Programs:**

All local programs and the people in them like community leaders, advocates, advocate patrols, food programs, public awareness teams etc. will report to the committee which is in charge of that program.

**Recruiting slogan!**

“We need people to work with us to make this happen. Can you give me \_\_\_\_\_ many hours? With this skill base? These are committee’s we need spearheaded.”

**Meeting Suggestions/Tips:**

* Hold free information meeting about programs, freedom etc.
* Rent conference space/boardroom. (depending size of meeting)
* Contact people within one week of meeting. (raw recruiting leads)
* Set out timelines.
* Do flip chart each program people needed for.
* Community Food Program Chart
* List Committee Positions people needed for on each chart for each program. Chair-(leave space for them to write name beside which position they want. Do the same for the other positions, secretary, treasurer, program specific positions like, food collection, public awareness team. Put position description beside each position, with approx. hours, etc.)
* Ensure you also have a miscellaneous spot for people who just want to help, but aren’t concerned with what they do.
* You can contact people via email now, who were interested, and ask for their skill sets, experience, resume. Ask them to give specific examples of relevant experience which pertains to the committee they want to work with. Include prior volunteer experience, and ask why they want to do this.
* Contact each man or woman for each position, even if multiple applicants for chair, secretary etc. This is because you can have more than one man or woman for each position if needed, depending on size of project. These positions are Co-Chair, Co-Secretary etc. Depending on size, hours per week needed etc, will determine if, or how many co- positions may be needed.

**Local Example How Committee Is To Make Programs Actionable:** (local area/city/town)

This template can be used to go big internationally, one committee at a time. Similar to franchising. This example is about Public Awareness Team and Community Food Program which work hand in hand as one program.

* Hiring ads are placed in local area to hire qualified Committee Chair. Local area for one committee could be as small as a town, or part of a city area, or as big as the individual can handle, as well as anything learned as we go along these lines.
* The chair position hires and appoints the rest of their committee.
* The Community Leaders for this program report directly to the Chair or the Chairs Secretary.
* The chair meets with World Mediation & Standards Committee face to face or via Skype etc. The World Mediation & Standards Committee make all decisions regarding decisions affecting other committees, Final say on all matters through the Chair position of Peace Maker Society World Mediation & Standards Committee. All decisions will need an appeal process in case of any disagreement, something to do with appealing to other Committee or Marcel Directly once various committee’s full of properly qualified people.
* It is the chairs job to contact all volunteers or resume applicants from local meetings, local apps etc.
* The chair sets up initial committee meeting. Assigns deadlines to their team.

**Finding Committee Chair Position People:**

First we place ads, and then we take in resumes via email. We review each resume as qualified people in any area hear about us and step up, and if we like them, we contract them.. Everyone starts as a Recruiter Of Record so we get a feel for the individual etc. Then they print our contract out. MUST HAVE SUCCESS IN ADMIN AND EARNED LIVING DOING SO TO BE CONSIDERED FOR ANY CHAIR POSITION ON ANY COMMITTEE.

There should also be a quality standards checklist.

**Volunteer Committee’s:**  
Find people to head each committee.

**Committee Event Structure:**

**The Chairman/woman will design this section.**

* People 4 Tickets
* People 4 programs
* People4 Ushers
* People 4 dressing rooms
* People to video the event.

**Priority list for everyone:**

* Must do
* Like to do
* How to do it (route or system)
* Inside Tasks
* Outside tasks

**Chairman/Chairwoman Guideline Structure For Each Individual Committee ;**

Director is the Chairman/woman & Assistant:

* Director oversees the project/DOES THE DOING!
* The director is the final say.
* The assistant director ORGANIZES WHAT THE DIRECTOR DOES, notes and observations of director.
* The above two positions work as one.
* World Mediation & Standards Chairwoman is the liaison with Marcel.

Producer & Production Assistant (Media Department Only)

* Producer does the doing
* Production assistant ORGANIZES WHAT THE PRODUCER DOES, notes and observations of Producer.
* Producer ensures the show runs with no hitches.
* In charge of Timelines.
* Budgets everything.
* Has final say in production, but not final say overall.

Artistic Director/Creative director & Assistant: (Media & Events)

* Artistic Director is equal with and as one with director.
* Harmony on vision totally be one with that.
* Must be powerful, headstrong man or woman.
* A visionary along with director.
* Meets with director several times as needed to discuss idea’s, individual visions, brainstorming etc.
* Form agreement details, scene by scene or vision by vision. Much more detailed.
* Talk committee’s you need to make things happen.
* Artistic Director covers artistic vision of show, integrity.

Costuming Committee: (Media & Events)

* One individual in charge of this, along with assistant and normal committee structure.
* Volunteers or staff working for this committee will be generated by the producers present volunteer/staff contact list.
* 1st contact to the volunteer/staff contact list is each committee’s top man or woman/chair etc.
* Has to be people with the character and traits to be good at recruiting.
* The assistant organizes everything the Costume Chair does.

Some general notes:

Producers job - find volunteers. One of Peace Maker Society top consultants recommends telling those involved in any meeting, program or info session that to be involved you must be a part of the production. Have to volunteer. Have check boxes for which committee they commit to. Also have a willing to do anything box.

Set Designer: (Media)

* Part of director/producer team/crew.
* Design sets
* Get volunteer/staff artistic and technical as needed.
* Head trades, carpenters etc.
* Directs this, building everything.
* Artistic director makes it all pretty.

Other notes:

What our limits? Money, space, time, other. Meet cap, my ideas, sketches and dimensions. How to make happen with any suggestions.

The producer’s job dictates how much budget each dept. has. The producer can approach or not approve expenses. Final say! Identifies what we need, how much to spend, in house us box. Free cycle when can. Once sets agreed, list needed to do, member’s memo, do you have what we need? They round up volunteers/staff. What are volunteers comfortable doing, how much time they have, time restrictions work etc. Maximize their use. If volunteer not team player, etc. work from home or separate. Team players in group. Assign duties accordingly.

Artists do certain things. Point by point numbers so non artists or others can just buy or get stuff.

As head of department, they must teach what people need to know, skill wise. Must be patient, works well with people. Must be able to suck it up for volunteers. A job for everyone. If someone doesn’t work on one committee, swap them to another one they are better suited for or a better fit to. Volunteers and people in general are a precious resource. Keep them happy in various ways, pay in kindness. Little things like pizza etc.

**PMS Project Contracting System:**

Non volunteer staff will be paid a percentage of specific programs, and the money they generate. This is initially how people will be paid. ONCE WE ARE FINANCED PROPERLY.. Salaries for key positions may be an option.

Full time projects, or benched till a project.. or used for projects part time.. etc. Use this format for our society. They get paid an annual amount, regardless of how much or little use.

We also have a complaint resolution process. Find out for each department.

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**Chairman/Chairwoman**

**Project Initiation Checklist Template**

**(Fill In The Blanks)**



**Project Name:** (Easy reference of terms guide including definitions)

**Project Manager:**

**Project Sponsor:**

**Project Customer:**

**Facilitator:**

**Review Date:**



|  |  |  |  |
| --- | --- | --- | --- |
| **Background** | | | |
| Background of the project: | [Replace this text with a brief description of the project background. Identify the source of the project request.] | | |
| **Objectives** | | | |
|  | **Yes** | **No** | **Comments** |
| Have project objectives been defined and are they clear? |  |  | [Replace this text with your project objectives.] |
| **Organization** | | | |
|  | **Yes** | **No** | **Comments** |
| Has a project sponsor been identified? |  |  | [Replace this text with name of project sponsor.] |
| Has a project customer been identified who will sign-off the requirement and accept the delivery? |  |  | [Replace this text with Customer’s name.] |
| Has an issues escalation mechanism been identified? |  |  | [Replace this text with location of escalation mechanism process.] |
| Has an ultimate authority been identified who can make final say on project continuation? |  |  | [Replace this text with authority’s name—usually a Steering Committee or Project Sponsor.] |
| Has Project Manager been identified? |  |  | [Replace this text with name of Project Manager.] |
| Has Business Analyst been identified? |  |  | [Replace this text with name of Business Analyst.] |
| Has Core Team been identified? |  |  | [Replace this text with a list of names of the Core Team.] |
| **Project Definition** | | | |
|  | **Yes** | **No** | **Comments** |
| Has a Business Case been developed and approve by the authority? |  |  | [Replace this text with the location of business case and name of approval authority.] |
| Has the project been prioritized? |  |  | [Replace this text with the Priority Number and the location of meeting minutes.] |
| Have Business Requirements been completed and sign-off? |  |  | [Replace this text with the location of the Business Requirements document.] |
| Have Deliverables been defined clearly? |  |  | [Replace this text with the location of the Deliverables document.] |
| Has Acceptance Criteria been established for each Deliverable? |  |  | [Replace this text with the location of Acceptance Criteria document.] |
| Has Project Management Methodology been identified? |  |  | [Replace this text with the location of the Project Management Methodology procedures.] |
| **Risk** | | | |
|  | **Yes** | **No** | **Comments** |
| Has Risk been assessed? |  |  | [Replace this text with the location of the Risk Assessment document.] |
| Have Risk Mitigation Strategies been defined? |  |  | [Replace this text with the location of the Risk Mitigation document.] |
| Has a Contingency Reserve been established? |  |  | [Replace this text with the dollar amount of the Contingency Reserve.] |
| **In-Scope** | | | |
|  | **Yes** | **No** | **Comments** |
| Have business functions been identified? |  |  | [Replace this text with a list of in-scope business functions.] |
| Has Project interface been identified/documented? |  |  | [Replace this text with the location of the Interface diagram/document.] |
| Have business processes impacted by the project been identified? |  |  | [Replace this text with the location of the impacted processes list.] |
| **Constraint** | | | |
|  | **Yes** | **No** | **Comments** |
| Has the Project Budget been approved? |  |  | [Replace this text with the dollar amount of the Project Budget.] |
| Has a Project Deadline (Completion Date) been established? |  |  | [Replace this text with the Deadline Date in this format: mm/dd/yyyy] |
| Have interdependencies between other projects been identified? |  |  | [Replace this text with a list of projects and deliverables interdependent with this project.] |
| **Project Estimates** | | | |
|  | **Yes** | **No** | **Comments** |
| Start Date |  |  | [Replace this text with your estimated Start Date in this format: mm/dd/yyyy] |
| End Date |  |  | [Replace this text with your estimated End Date in this format: mm/dd/yyyy] |
| Efforts in hours |  |  | [Replace this text with the estimated hours.] |
| Budget |  |  | [Replace this text with the estimated budget.] |
| # of Functionality |  |  | [Replace this text with the estimated number of functionalities.] |
| # of Deliverables |  |  | [Replace this text with the estimated number of Deliverables.] |

**General Observations**

[Replace this text with information regarding the overall readiness of project initiation. This must be filled-in by the Facilitator.]

**Actions**

|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **Action Item** | **Assigned To** | **Due By** |
|  |  |  | [mm/dd/yyyy] |
|  |  |  | [mm/dd/yyyy] |
|  |  |  | [mm/dd/yyyy] |

**Comments**

[Replace this text with comments.]

**Approvals**

**Project Customer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: \_\_\_/\_\_\_/\_\_\_\_**

**Project Sponsor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: \_\_\_/\_\_\_/\_\_\_\_**

**Project Manager:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: \_\_\_/\_\_\_/\_\_\_\_**

**Project Manager:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: \_\_\_/\_\_\_/\_\_\_\_**

**Facilitator:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: \_\_\_/\_\_\_/\_\_\_\_**

**Attendee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: \_\_\_/\_\_\_/\_\_\_\_**

**Attendee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: \_\_\_/\_\_\_/\_\_\_\_**

**Attendee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: \_\_\_/\_\_\_/\_\_\_\_**

**Peace Maker Society Meeting Minutes/Blank Tamplate**

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|  | | | | |
| **PeaceMaker Society Board Meeting** | | **9/23/2012**  **11:44 AM to 1:59 PM**  **TBA** | | |
|  | | | | |
|  | | | | |
| Meeting called by: Marcel otf Bessette |  | Type of meeting:  Start-Up Meeting |  | |
| Facilitator: ChairPerson |  | Note taker:  Secretary |  | |
|  | | | | |
|  | | | | |
| Attendees: |  | | | |
| Please read:  Last meeting’s minutes |  | | | |
| Please bring: |  | | | |
|  | | | | |
| **Agenda** | | | | |
|  | | | | |
| Roll Call | | ChairPerson | | 5 minutes |
| Review of Last Meeting's Minutes | | ChairPerson | | 5 minutes |
| Treasurer's Report | | Treasurer | | 5 minutes |
| Director's Report | | Director | | 30 minutes |
| Food Program | | Person A | | 15 minutes |
| Advocacy Program | | Person B | | 15 minutes |
| Old Business | | ChairPerson | | 20 minutes |
| New Business | | ChairPerson | | 30 minutes |
| Round Table | | All | | 10 minutes |
|  | | | | |
| **Additional Information** | | | | |
|  | | | | |
| Observers: |  | | | |
| Resource persons: |  | | | |
| Special notes: |  | | | |
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| **PeaceMaker Society Board Meeting** | | | **9/23/2012**  **11:44 AM to 1:59 PM**  **TBA** | | | | |
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|  | | | | | | | |
| Meeting called by: | |  | Type of meeting: |  | | | |
| Facilitator: | |  | Note taker: |  | | | |
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| Attendees: | |  | | | | | |
| Please read: | |  | | | | | |
| Please bring: | |  | | | | | |
|  | | | | | | | |
| **Agenda** | | | | | | | |
| **Roll Call** | | | **ChairPerson** | | | **5** | |
|  | Discussion: | | | | | | |
|  |  | | | | | | |
|  |  | | | | | | |
|  | Conclusions: | | | | | | |
|  |  | | | | | | |
|  | Action items: | | | | Person responsible: | | Deadline: |
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| **Review of Last Meeting's Minutes** | | **ChairPerson** | | **5** | |
|  | Discussion: | | | | |
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|  | Conclusions: | | | | |
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|  | Action items: | | Person responsible: | | Deadline: |
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| **Treasurer's Report** | | **Treasurer** | | **5** | |
|  | Discussion: | | | | |
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|  | Conclusions: | | | | |
|  |  | | | | |
|  | Action items: | | Person responsible: | | Deadline: |
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| **Director's Report** | | **Director** | | **30** | |
|  | Discussion: | | | | |
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|  | Conclusions: | | | | |
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|  | Action items: | | Person responsible: | | Deadline: |
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| **Food Program** | | **Person A** | | **15** | |
|  | Discussion: | | | | |
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|  | Conclusions: | | | | |
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|  | Action items: | | Person responsible: | | Deadline: |
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| **Advocacy Program** | | **Person B** | | **15** | |
|  | Discussion: | | | | |
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|  | Conclusions: | | | | |
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|  | Action items: | | Person responsible: | | Deadline: |
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| **Old Business** | | | **ChairPerson** | | **20** | |
|  | Discussion: | | | | | |
|  |  | | | | | |
|  |  | | | | | |
|  | Conclusions: | | | | | |
|  |  | | | | | |
|  | Action items: | | | Person responsible: | | Deadline: |
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| **New Business** | | | **ChairPerson** | | **30** | |
|  | Discussion: | | | | | |
|  |  | | | | | |
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|  | Conclusions: | | | | | |
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|  | Action items: | | | Person responsible: | | Deadline: |
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| **Round Table** | | | **All** | | **10** | |
|  | Discussion: | | | | | |
|  |  | | | | | |
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|  | Conclusions: | | | | | |
|  |  | | | | | |
|  | Action items: | | | Person responsible: | | Deadline: |
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| **Additional Information** | | | | | | |
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| Observers: | |  | | | | |
| Resource persons: | |  | | | | |
| Special notes: | |  | | | | |
|  | | | | | | |

**Peace Maker Society**

**Established In Manitoba 2009,**

**As An Unregistered, Unincorporated,**

**Independent Self Governing Society**

***Proposal Outline for Peace Maker Society***

***This proposal outline is our present and future plans, law, and Founding instructions for all future governance of this society.***

**Prepared for: Peace Maker Society**

Prepared by: One of Peace Maker Society Founders Marcel of the family Bessette

**Description:**

**This brainstorm proposal outline is being designed to begin our long term goals and infrastructure needs as well as brainstorming ideas to develop, create and attract the funds required to accomplish the goals and needs set out in this brainstorming proposal outline.**

**We will clearly define systems, ideas and strategies in fact to carry out our objectives. We will design systems that are mutually beneficial to both us, our society members and the public in general. This plan we develop will allow Peace Maker Society to permanently become an important part of Canadian culture as well as the vision to help create the physical unincorporated infrastructure to help the entire world.**

**The primary objective this brainstorm proposal outline needs to do is to divide what must be done into subject headings and then to establish staffing and funding needs as well as a tangible action plan complete with realistic cost analysis and concrete systems to accomplish each area, project or goal. We also need realistic timelines and creative funding programs etc. This is a permanent record of our ideas, intent and Peace Maker Society goals, vision and law.**

**Executive Summary:**

*Objectives:*

**The primary objective of Peace Maker Society is to grow as a form of Du Jure Government to compete with Corporate Governments both in the Dominion of Canada and worldwide. This objective also includes harnessing resources in such a way to fund all necessary programs required to ensure each man and woman on earth has the basic food, shelter, education, health care, and genuine and peaceful support services for them to have dignity, health and a quality standard of living.**

**Our job is to research, organize, plan, fundraise, fund, develop, build, staff and oversee all projects or programs outlined and discussed and agreed upon by both Marcel and Peace Maker Society World Mediation & Standards Committee discussed in this brainstorm proposal outline. We will build a solid trust and relationship with the public who will love our programs and services.**

**This will allow Peace Maker Society to continue to grow as a local unregistered, unincorporated, independent and du jure governmental structure and if done correctly will allow Peace Maker Society to become real competition for our corporate government competitors and over three to ten years Peace Maker Society will become a peaceful but dominant form of government with in the Dominion of Canada and in time around the world.**

**We have a few primary objectives to refine in this brainstorm proposal outline.**

**Our first objective is to share our vision on how we will build a solid government and the programs and infrastructure that entails.**

**Our second objective is to get all details brainstormed to do with land, food supply, health services, community support programs, diplomacy, writing department, our strategies in general, timeline for each section, target sponsors for various events etc., rallies, flyers, Peace Maker Society newspaper, articles, media, book, online awareness, Facebook, YouTube, website, our existing staff and talent list, future talent needed, salaries, volunteers etc., our programs undated, product knowledge training as well as any other details finalized after this proposal is reviewed and is signed by founding member of Peace Maker Society Marcel of the family Bessette is vested with ultimate decision making authority which is law for Peace Maker Society.**

**Our third objective is to then hire and train staff and get them producing and working.**

**Our fourth objective is to show the value and our winning attitude through our team to Canadians and the world in how our team carries out this important job so the public trust Peace Maker Society rather than the corporations posing as government’s competition.**

**Our fifth objective is to empower ourselves and the public to hold corporate government accountable for any and all harm that they cause, as well as assist the masses to lawfully and peacefully set up programs with in their rights to defend themselves from abusive agents.**

*Short Term Actions Needed:*

**1) We need to review this brainstorm proposal outline and sign this Agreement.**

**2) Marcel and Peace Maker Society World Mediation & Standards Committee will develop the programs, presentations, funding plans and staff training as well as take actions needed for development efforts and results of those efforts.**

**3) Now it’s time to get busy hiring, training, and getting our team out into the world developing our plans and carrying them out in a professional, competent manner as independent contractors with signed agreements before they begin their first shift.**

**4) Continue to improve the programs, funding plans and results, presentations and further develop everything needed to succeed, this part of the process will never stop. We plan to accomplish this by supplementing our own techniques with other expert opinions and proven programs as we gain access to them. We will use this method to constantly upgrade our programs, funding, associations, staff training and ability in fact.**

**Proposal Content:**

**Steps Needed:**

**Get proper staff and staff accountability chart in place.**

**Get sponsorship program design off the ground once done in previous step.**

**Get someone to oversee, run and carry out orders of our society and plans.**

**Get teams selling sponsorship programs.**

**Hit funding targets to begin each program, launch them as ready. (make order/foundation program list)**

**Earn your freedom**

**AS OF November 5th 2012 Update:  
1- Research and do letter of intent for 160 acres. Send and also confirm directions and details, full name, land address, etc. Once signed, returned and witnessed…**

**2- Finish Committee Contract and Committee Manual… Oversight Committee (Trusted Individuals Only On The Oversight Committees., once oversight set up, they help oversee structuring of all other committees, and Event Committee, and Legal Lawful Committee.**

**3- Research and do Land ownership transfer contract, including all terms etc., once signed start socials etc.- if any problems, still fundraise so can buy land outright.**

**4- $500 to C.C. AM./also book Sobeys hotdog carts..**

**Sections/Program Designs Under Development:**

**Corporate Government Agency Incompetence Resolution Process**/AGENCY COMPLIANCE OFFICER ACCOUNTABILITY PROGRAM. Why is your employee doing this? Why are they not properly trained? Contact Compliance Officer, check if they are all under the Financial Administration Act? Check best value contracts, equals lowest bid, not best value. Certified notice them what doing wrong, always record, meeting, be good for a bit, like bad marriage, good for a bit, correct action, stay on. DEFICIENCY NOTICE…. ALL AGENCIES.. ☺ Insurance Council mb etc.

**Deficiency Facts For Compliance Issues:**

If they have knowledge, they are liable. We talk with Compliance Officer. Every Agency has one.

Compliance Officer Duties: Random Audits, Be up to date on all rules and regulations, Ensure they are being enforced. Government of Canada tests up to standards.

Random Audit Testing: Do in a nice way – This states :xxxxxxx” and we notice your not doing that. Then Manager Signs. Our thoughts on liability, actions to be taken process defined, action date for or to fix item or issue with agency.

**Peace Maker Society World Mediation And Standards Committee:**

*Immediate action, hire a committee chairman or chairwoman in Winnipeg first for each program oversight is needed, after we number them in priority, and get them building, our blank committee manual template, fill it out, our path and action plan for each committee. Once done in Winnipeg, create teaching guide what was done, make it pretty, then hire elsewhere. Must be done for critical programs by spring 2013. Meaning the perfected manuals done, and ready to grow worldwide.*

Hype Committee

Bulk Buy Best Food Supply Committee (Beef, Chicken, Pork etc.)

Education Workshop Committee (Test and PMS Certificate of Knowledge)(Chemical Labotomy, medication info)

Swag Committee (Buy and sell, not adding value, corporate program perhaps)

Welcoming Committee/New Member/Recruiting Committee/Start Pack (Lawful for weed, How to open sov bank account, Show where do you fit as a peacemaker? PMS and you? Qualities? What is a peacemaker)(FACEBOOK movie THE NETWORK growth strategy, target schools, campuses.. have pr person)(Awareness Garage Sale Sign PMS sign strategy, awareness)

Society member Identification Program Committee

New Program Development Committee

Society Safe Committee

Land Acquisition Program Committee

Press writing/article committee

PMS Approved Product Committee

Entertainment, music, talent committee

Lifeskills Training Committee (Healthy Families Manual)

Competition for Incompetent Contractors Committee (outbid underbid gov contracts once set up)

Trade Show Committee

Mining and Gold Acquisition Committee

Credit and Training Committee

Life Skills Training Committee

Non corporate sv corporate programs and why committee (free programs no commerce, under us PMS,/Any commerce or possible taxable earnings, open corporation, grant exclusive e license (we control license, so hence we control corporation. Create corporate version of symbol, different)

Sponsorship Committee

Various Program Committees (continental, national, local)

Freedom Book Committee

Fundraising/Events Committee (Ours and others)

Online Awareness Team

Credit and Credit Traiining/Building Committee

Verifier/Witness Committee

P.A.T./Community Food Program Committee

How to make everything safe and secure from system, protect yourself, cameras, no one but you can protect you committee

Organize Files Committee (personal assistant)

New Member Liason Committee

Virtual Office Website Committee (like real office, but on computer. Live webcam assistant, live feed, Similar to how porn does it, but with us just reception live.. help direct traffic.)

Community Schools Committee

Visual Flow Chart all departments committee

Writing department

Music messages and talent department.

Member In Jail Response Team

Get the message out team

Advocacy Team

1 on 1 prisoner advocate program, team up with john howard society

Infrastructure, food, housing, land, healthcare, security, law courts, peace officers, jails, etc.

Family Support Programs, baby sitting, mentoring, etc.

Animals without homes program, acres for them to live

Design staffing needs all programs complete with annual operating budgets needed before it begins.

Design creative director position and other vital positions

Plan how to get qualified individuals on board

Associated Organizations liaison, other organization liaison

Legal/Lawful Court Defense Program Committee (Layman representatives, able to go into court etc.)(Litigation Team, look into respa letters. Banks legally required to respond to them.

Community Health Committee (Window Filters, good against gov spraying and allergies. Do across board)

Society Information Translation Committee

Media Program Committee

Other organization Strategic Association Liaison Committee.

Community Help centers

Free Food Organic Greenhouse Program Committee

Online awareness team

Peace Officers, Private Security

General Non Violent Combat Training program

PMS Farm Inspection Team

IT Dept.. MS outlook email system, virtual same time calendar all members etc. Lotus notes.

Online Court of Record.. public hearings.

Lawful Peaceful Army, Navy, Air. (Reserve now 3 month contract corp gov version. Compete by offering permanent position. Existing overrides soldiers humanity, why so many committing suicide. Need and offer humanitarian army if create one. Humanity over orders always. Still on target that way.

*Committee Growth and Order To Start Committees in:*

Start with our existing programs which have already proven successful. Must be organized and defined well enough that no assistance needed to run committee or program for average individual.

Be like a parent to our people and committees. Add simple explanation section for all overly technical words, consult with C.C. “A”

* 1. **Peace Maker Society World Mediation & Standards Committee (**Maintain 5 year paid minimum PMS Vitals List- Web, po box, etc. Marcel is not on or directly involved in Local committees. Only advice and oversight for due diligence from a distance. We only deal with chairman/woman on the Local Mediation & Oversight Committese. Marcel doesn’t need to be involved aside from guidance, work from contract, manual, plans and everyone answers to the World Mediation & Standards Committee They Report To. Where we have members, committee’s, programs map for strategy purposes.

Peace Maker Society World Mediation & Standards Committee Chairwoman:

* 1. Events Committee
  2. Legal/Lawful Defense Program Committee (Local New Nation Notice Protocols for Gov. Agencies as we open in each new area)
  3. Public Awareness Team/Community Food Program Committee
  4. Free Food Organic Greenhouse Program (C. Has Spot Organic Greenhouse)

**Free Food Organic Greenhouse Program AS OF November 5th 2012:  
1- Research and do letter of intent for 160 acres, any seasonal flooding, problems, no back out clause once agreement signed. Send and also confirm directions and details, full name, land address, etc. Once signed, returned and witnessed…**

**2- Finish Committee Contract and Committee Manual… Oversight Committee (Trusted Individuals Only On The Oversight Committees., once oversight set up, they help oversee structuring of all other committees, and Event Committee, and Legal Lawful Committee.**

**3- Research and do Land ownership transfer contract, including all terms etc., once signed start socials etc.- if any problems, still fundraise so can buy land outright.**

**4- $500 to C.C. AM./also book Sobeys hotdog carts..**

**5- Plan strategies spring for people, supplies, fundraising**

* 1. Verifiers and Witnesses Committee
  2. Advocacy Program Committee
  3. Advocate Patrol Program Committee
  4. Unlawful Arrest/Detainment Response Team Program Committee
  5. Legal/Lawful offense/Defense Program Committee
  6. Lawful for Marijuana Program Committee

**Time to do growth plan, start hiring big time once planned properly.**

Programs and committee’s to launch next, to be set up and developed with society help, but not yet proven:

1. Community Help Centers (Docs, dentists, school etc., existing program design, check it)
2. Free Food Organic Greenhouse Program Committee- Miesner (facebook page)
3. Community Schools Program Committee- C.C. “A”

Organize and go through all society emails, facebook messages, etc. fins all past offers of help, put under appropriate committee.

Organize our society paper files properly to fit each committee as a starting point for them to develop with my oversight. Accurate reference guides or manuals for each committee.

*Society People Resources For Committee’s List*

Create people resource list under each committee.

World Mediation & Standards Committee: C.C. “A”, C.C. “S”

Events Committee: C.C. “A”, C.C.”S”

EX. Legal/Lawful Court Defense Program Committee- Corby Weaver, Mavis-Sherri

Organic Greenhouse Committee – Miesner (Facebook)

Radio Training Program Committee- Levon

Online Admins- Joe Bucks, Corby Weaver (contact info needed)

Events Committee- C.C. “A”

Community Schools- C.C. “A”

Clean Water programs: Jeff saeger facebook, mike maltini.-

Staff Reviews, this money, this job.. John Chef Consultant.

Winnipeg Society D.J. Trish’s Man

*Competition and pricing:*

**Our competition exists in two forms.**

**First of all are all local, provincial and federal government agencies of CANADA INC. They are not a legitimate form of government as they are founded in fraud and violate the law of the land with contract law defined as legalese or legality. All legality is however a fraud unless the terms of a valid contract are met which they almost never are.**

**The Clearfield Doctrine Case Law clearly states, that when a government descends to corporatism, it ceases to be a government, and is now bound to the same rules as any private corporation. No Corporation, can be a lawful form of government.**

**The second competition is various societies. Most of these are of a more secret nature and promote their own interests above what is best for all in most cases.**

**Our pricing is free to the public always. We will allow our members to be sponsors of initiatives we start, they would like to support.**

*Our Governance:*

*- Peace Maker Society will be governed as stated in this manual.*

*- For anything to be considered Peace Maker Society Law, it must have the signature of Founding Member Marcel of the family Bessette and three witnesses.*

*- Peace Maker Society World Mediation & Standards Committee Members are appointed to oversee specific programs or to oversee or do various tasks as assigned and needed within each individuals skill sets and World Mediation & Standards Committee Chair position as assigned and approved by Founder Marcel. His approval is in his official sovereign capacity.*

*Our Membership:*

* **Recruiting strategies (See Worksheet)**
* *Member Status*

*- Voluntary Supporter (Belief in our mission, no action required)*

*- Paid Member (Gets a card, small annual fee, some basic benefits. (emails, letters, info pieces)(All members above this level are also Paid Members)*

*- Sworn Member in training ( Actively studying to become competent as a sovereign)*

*- Full Sworn Member*

*- World Mediation & Standards Committee*

*- Founder Marcel*

*Inventory:*

**There are a few areas and ways we have inventory:**

* **Print materials (Sharing our knowledge in various pamphlets, brochures, videos, Freedom, here this belongs to you (Freedom Book)**
* **Items to run and operate various programs. Ex. Food carts, collection containers etc.**
* **Available labor, talent, and individuals to carry out needed tasks.**
* **Assets, balance sheet, bank account, land, fill up our unincorporated society trust account etc.**
* **Allies, groups or individuals who support us and at what level of commitment.**
* **Stocked food, water, health care supplies and everything needed to care for a nation.**
* **Needed for individual programs as identified.**

*Our competitive advantage:*

**Our biggest competitive advantage is actually a few things.**

**First of all, We are 100% Lawful. We are also one of the only societies or governing structures who are designing programs with no requirements to access and are completely free for all.**

**Another advantage we have over some of the other societies is that we are organized to help everyone, while we at the same time help ourselves. We also believe we have the talent to design permanent systems so effective we can attract the best people, as well as create the best result for all, that over time our systems can show everyone a better way of doing almost everything, and empower people to help themselves.**

*Potential obstacles to the process:*

**The primary obstacles are as follows.**

**- Finding the right people to oversee the development of our projects and vision.**

**- The fraudulent government of CANADA INC. their court systems, unlawful police procedures.**

**- Ensure founding member Marcel recommends, and Peace Maker Society World Mediation & Standards Committee appoints or hires the correct people to run programs. Ensure Marcel is not directly involved in communication with any part of process. All communication will be through Marcel’s assistant or appointed individual who can handle Marcel’s moments if he is under extreme stress.**

**- The bar association and the Law Society.**

**- Public misunderstanding legal vs lawful.**

**- Ensuring we insulate our Founder and not have him directly involved in anything, but communicate through people of his choosing and the World Mediation & Standards Committee choosing to communicate plans etc.**

*Program expenses/materials needed*

* **Each program will need to have the following things**

**- Fund Raising Plan via sponsorships etc.**

**- Initial Annual Budget projections**

**- One year of operating capital with active plans to acquire second year funding.**

**- Staffing budget, program expenses, and any self generated funding etc.**

*Development process outline/timeline:*

**The development process/timeline for this proposal is as follows. Marcel will do initial outline, our confidential consultant will offer guidance, and then Marcel will discuss with C.C. “C”. Once proposal completed, Founder Marcel of the family Bessette will sign this document, the signing will be viewed by three witnesses to make this document have the power and authority of du jure law, which is also Peace Maker Society law.**

*Length of Membership and Programs*

**All membership is by Voluntary Association. Even sworn members may revoke their oath at any time for any reason. The only members not able to be voted out of Peace Maker Society are the primary Founding Members of Peace Maker Society including Marcel of the family Bessette.**

**Our programs are designed to be permanent unregistered, unincorporated, infrastrucure.**

*Hiring strategy/Recruiting Strategy/Interview Process/Training Process:*

**Peace Maker Society World Mediation & Standards Committee will place recruiting ads online to attract our initial applicant and membership base and Marcel has proven ads which literally generate hundreds of applicants in one day. They will get be sent a Recruiter Of Record Start Kit. Chair Positions will hire/recruit using emails etc as well as any other technology or system available to Peace Maker Society. This is where we show the applicants Peace Maker Societies vision, what we are offering, and cover the compensation plan offered if they contract with Peace Maker Society. We want to grow very quickly.**

**Once all questions answered all will be dismissed and those we are interested in will be contacted and we will go over getting started process/membership training program/or new hire training depending on how individual is getting involved.**

**We will do an in depth questionnaire and we will mutually decide who we hire/recruit and feel is a good fit.**

**We then contract them on the spot if we are interested, fill out paperwork, and give them their start date. They will need to send in their contract asap so we can start the process of getting them contracted and competent to be able to work.**

*Member/staff Training Process outline:*

**Complete Working Knowledge of Mandatory Training Sheet for Recruiter Of Record Position.**

*Society Contacts (+or-* ***Support and Why****):*

*See Member & Support Directory for Complete List*

**Positive Support ( MORE TO ADD YET)**

**+ Canadian Action Party (Chris Porter)**

**+ Winnipeg Cop Watch (Macho)**

**+ Canadian Mental Health Association (P.M.S. had membership 2010)**

**+ Our members and supporters (approximately 1000)**

**+ Toronto Dominion Bank (Bank Accounts)**

**+ Michelle (Notary Public for Identity Documents)**

**+ V.I.N.E. Vaccine Information Netwerk Facebook (Erwin Alber)**

**+ Max Radico (Freedom Movement Personality/Press)**

**+ CKUW 95.9 U of W Radio Station (Michael (news director) or Levon (Alternation))**

**+ Manitoba Museum of Man and Nature.**

**+ Winnipeg Symphony Orchestra**

*Compensation/Pay/Commissions and timelines of payment to agents/Cancelations:*

*Peace Maker Society designs primarily Co-op structured programs/pay.*

**Any pay or compensation given to anyone will be determined as per that programs pay out schedule, and will be listed in each contract signed by any individual who does any work with or for Peace Maker Society.**

*Society Oaths:*

**We have a few options for members with regard to oaths. We have both sovereign member oaths, dual status oaths, and of course just our full member oath. These are in addition to our non oath membership and support or sponsorship options.**

**Peace Maker Society Sovereign Member Oath  
  
I am my brother and sisters keeper  
A keeper of peace  
My guiding principles are love, compassion, and truth  
I have a duty of compassion to my fellow people  
I am fulfilling my duty  
By exercising my rights  
I defend our guaranteed unalienable rights of all mankind  
The right to life  
The right to liberty  
The right to property  
The right that all are created equal  
We are an independent self-governing society  
We are free to live as we like  
We are free to do as we like  
We are free to believe as we like  
Blessed are the peace keepers  
Call them sons and daughters of god  
whatever that means to me  
A rose by any other name is still a rose  
My soul and physical body belong to myself and god  
I am a man of god  
Not a child of the province I live in  
I am not chattel  
I am equal to every other man and woman on earth  
I am a flesh and blood man living in a natural law jurisdiction  
I have revoked consent to be represented, and thus governed  
I am not subject to any statutory obligations, restraints, act, bylaws, orders, or anything like that  
I am a flesh and blood man who has the ability to choose the capacity for rights and duties  
I am entitled to equality under the law  
This means we are all equal  
This includes government agents  
This means no one can make demands on me  
This means everything must be offers  
I'm engaged and dedicated to always be in a celebration of life, everyday  
I reserve my right to uniformed consent of any substance  
I am dedicated to finding and having a greater purpose than myself  
I will make the world a better place for me having been here  
I will do my best not to add to the suffering of the world  
I will strive to inspire and teach those around me who are in need  
I will only speak that which I know to be true  
I will remember that my talents and abilities are not the limits of what is possible   
I know that the truth, is the truth, even if those around me can't or won't face it  
I swear to this oath as a proud member of Peace Maker Society**

*Consumers Bureau licensing details:*

**Our society does not require licensing of any kind. We have standard no licensing required paperwork or letter to send before we begin a program to whatever agency is concerned.**

**In some cases we may get licensing under an individual, not Peace Maker Society for an event with all rights reserved to keep the peace and ensure successful event despite government agency ignorance on our rights not to require licenses, as a license is just permission from a corporation to do a lawful act. Equals do not require permission, they notice other equals as per due process. Due Process is the Law, unfortunately legality does not acknowledge lawful rights as it is a fraud inflicted upon almost all the the free men and woman of all the lands of the world as of 2012.**

*Recruiting Email:*

**Our recruiting email is:** [**peacemakersociety@outlook.com**](mailto:peacemakersociety@outlook.com)

*Peace Maker Society Website:*

[**www.peacemakersociety.com**](http://www.peacemakersociety.com) **Needs to be reactivated, then redesigned like a reference book. We need to set up new website under .org and we need to own all .com, .org. net etc.**

*Peace Maker Society Program/Team Building Programs:*

**Peace Maker Society will do several things which make our programs and teams superior to our competition!**

**The teams are our face to face department with the public and will consist of seasoned professionals as well as new recruits to our society we will train to succeed if they have the right stuff. They will be warm and articulate in how they express ideas and people will feel warm and relaxed around them. They will genuinely believe in the Peace Maker Society vision as we do.**

**Their pride will shine in front of the public along with building urgency for people to support our programs and people as well as wonderful items like Peace Maker Society promotional swag like shirts, caps, and various other merchandise items. All merchandise sold through Peace Maker Society Corporate Division to avoid fighting with the taxation department about our right to not pay tax. This is the initial way we will do this until such time we can stand our ground lawfully with fraudulent corporate governments using force to make people comply unlawfully, to unlawful taxation.**

**Teams/staffing competence is always number one in Peace Maker Societies team building attitude and outlook. You can expect nothing less than wonderful programs, people in reasonably short time which will be a perfect fit for this opportunity and to represent our integrity to the public.**

**2) Marcel is a sales design and sales training expert. He has almost 20 years of recruiting, training and sales presentation design experience. He has worked with many well-known companies such as Direct Energy, Urban flow Marketing Inc., The Winnipeg Sun, MacLean’s Magazine, as well as the show and save coupon book to name a few. Marcel believes the only time a program is working is when it is run by people who have the competence and authority to make a decision in line with our society goals and values. It will be key for Marcel not to deal directly with any team in the future. The social aspect of tasks is a weakness of Marcel’s which will need to be bridged by him having one close individual who he gives all his feedback through or a few who are aware of his specific nature, and can work with it, and be comfortable doing so.**

**3) We incorporate the mastermind principles of Think and Grow Rich by Napoleon Hill. We can bridge any limitation through networks of people working together to maximize efficiency, as well as making people shine in something they excel at. There are only 24 hours in a day, the key to success is multiplying our efforts through our members and independent contractors to be our team that we hire and train. Doing it this way protects us from liability for others actions if outside our own standards and practices. Independent contractors assure each individual is accountable for his/her own actions.**

*Understanding our Client:*

**Our client is our own membership, supporters, sponsors etc., as well as the public at large. The public needs to believe we are credible, and this will be done in fact by showing them our programs work, and spreading education about unalienable rights as well as remedy in legality or law educational materials for people to study.**

*Benefit Summary:*

**- We will have many people in various areas, job descriptions and tasks working very soon on the ideas in this proposal, which equals many hours per week of professionals selling or developing our programs and ideas in ways that will make us and the public proud.**

**- Our unique systems and ability to build teams of people and systems to fix almost everything.**

**- We will contract only the most skilled people.**

**- They will share our Societies values and goals.**

**- We have a clear vision for why we are doing this work which means we are more motivated then those without direction.**

**- We believe in the products and programs we develop and promote.**

**- They will be impressed by the integrity of our organization and will honor it.**

**- We are confident that any other choice would not serve the public or ourselves as well as our programs will.**

*Contact Information*

**Marcel of the family Bessette World Mediation & Standards Committee Chair**

**P.O. Box 1812 Station Main Winnipeg, Manitoba, Gen Del**

**Email; peacemakersociety@outlook.com Phone # 204 To Be Announced**

**We look forward to doing this work and defining future details of this Manual and helping make our projects become a success financially and otherwise**

**This proposal signed into Peace Maker Society Law and agreed to by below Peace Maker Society Sovereign Signatory on this \_\_\_\_\_\_\_\_\_ day in \_\_\_\_\_ 2012 in the geographical location known as Winnipeg in the Dominion of Canada.**

**Peace Maker Society Authorized Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print name of above signatory:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Marcel of the family Bessette signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Peace Maker Society World Mediation & Standards Committee Chair Position Signature;\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name World Mediation & Standards Committee Chair Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Witness Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-/Witness Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Witness Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-/Witness Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Witness Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-/Witness Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Basic Guide To Understanding Responsibilities Checklist of non-profit boards/committee’s**

Board Member Roles and Responsibilities

The Board and Board Members

The role of the board is to:

Establish the mission, goals and policies of the organization, what we should accomplish and how we

should conduct ourselves in the process.

Develop a long-range plan for the organization; define our strategy and a time frame for achievement of

our goals.

Ensure the long term financial stability and strength of the organization, develop and maintain sources of

income to provide for the continuing operation of the organization.

Ensure the long term organizational stability and strength of the organization, bring into the organization

individuals with the necessary abilities to lead and manage the organization in the future.

Maintain the integrity, independence and ideals of the organization; do not allow individuals or

organizations to compromise these principles.

Hire and develop an executive director to manage the operations of the organization.

Exercise management oversight of the executive director and the operations, approve annual budgets,

review operating and financial results, audit for compliance with internal policies and external

requirements, review performance against goals.

The responsibilities of a board member are to:

Be committed to the mission, goals and policies of the organization.

Perform the functions and work of the board to the best of one’s ability.

Contribute financially to the organization to the best of one’s ability and seek financial support from

others outside of the organization.

Recommend others who could serve on the board or be of particular value to the organization in other

capacities.

Avoid any conflicts of interest and situations that would compromise the principles of the organization or

lead to the perception of compromise.

Be knowledgeable about the organization, the services it provides and the renal community in which it

operates.

The Officers

The officers have specific roles and responsibilities in addition to those they have as members of the board

of directors.

President

The president is the executive officer of the organization and in this capacity shall:

Preside over board meetings.

Serve as chairman of the executive committee.

Serve as an ex-officio member of all other committees except the nominating committee.

Recommend what committees should be formed and who should chair them.

Be a primary spokesperson for the organization.

Lead the board in the performance of its responsibilities.

Be the officer to whom the executive director reports and who coordinates the performance evaluation of

the executive director.

Perform such duties as directed by the by laws and the board.

Vice President(s)

The vice president is the operations officer of the organization and in this capacity shall:

Perform those functions delegated to the vice president by the president.

Perform the duties of the president when the president is unable to perform them.

Serve as the chair of at least one committee that is operational in scope.

Secretary

The secretary is the officer responsible for the records and correspondence of the organization and in this

capacity shall:

Perform those functions delegated to the secretary by the president.

Safeguard all the records of the organization.

Record and retain the minutes of all board and executive committee meetings and collect and retain the

minutes of all other committees meetings.

Give notice of meetings and distribute minutes and other documents as needed.

Serve as chair of one committee.

Treasurer

The treasurer is the financial officer of the organization and in this capacity shall:

Perform those functions delegated to the treasurer by the president.

Safeguard the assets of the organization.

Maintain control over the receipt and disbursement of the organization’s funds.

Serve as chair of the Finance committee.

Oversee the preparation of the annual budget.

Executive Director

The executive director is not an elected officer, but an employee of the organization. The executive director

is the chief staff executive and in this capacity shall:

Establish a staff structure and hire and train personnel to fill it.

Perform those functions delegated by the president and the board.

Implement the plans and policies developed by the board.

Operate the national office.

Provide assistance and support for the committees.

Board Committees and Committee Members

The board of directors will form committees to perform specific functions, such as financial oversight, or

perform certain work, such as plan the annual convention. Committees may have non-board members as

members except where specifically prohibited. The purpose or role of each committee is described under the

heading of that committee. The responsibility of committee members in all cases shall be to:

Be committed to the purpose of the committee.

Become knowledgeable about the work of the committee.

Do the work of the committee.

Executive Committee

The role of the executive committee is to perform the functions and duties of the board in the period between

meetings of the full board, with the exception of those functions and duties reserved exclusively to the full

board. The executive committee is comprised of the officers, the immediate past president and three other

board members (who are selected by the board).

Budget and Administration Committee

The role of the Budget and Administration committee is to perform the properly delegated functions and

duties of the board related to ensuring the long-term financial stability and strength of the organization. The

chair of the committee is the treasurer. The committee composition should include individuals with some

background in business or finance and may include non-board members. The committee’s scope may be

expanded by the board to include oversight of the administrative operations of the organization.

Nominating Committee

The role of the nominating committee is to recommend to the board for its consideration a list of qualified

individuals who could become members of the board or any of its committees or contribute substantially to

the organization in other capacities. The members of the nominating committee should not be candidates for

election to the board and should understand well the organization and its needs. Although elections may

occur only annually, the committee will be involved in a continuous process of seeking, identifying and

reviewing prospective candidates.

Governance Committee

The role of the governance committee is to recommend to the board for its consideration a multi-year plan

for the organization that defines its mission, goals, needs, policies, etc., within a defined view of the future.

This committee is also responsible for establishing leadership development process; protecting the Board

integrity and establishing compliance with internal governance policies.

Revenue Generation Committee

The role of the fund development committee is to develop sources of income that will yield sufficient

income to enable the organization to be financially stable and strong on an ongoing basis and achieve its

goals.

Policy Committee

The role of the policy committee is to develop and implement programs that will successfully educate and

inform the renal community about the needs of patients and their families and about how well these needs

are being satisfied. Programs should also be developed and implemented to encourage the community to

establish, utilize and report, on a large scale, quantifiable outcome measures of patient health and quality of

life.

Medical Advisory Board

The MAB is comprised of renal community professionals (nephrologists, dietitians, etc.) who provide advice

and counsel to the organization in technical areas as well as support the organization.

Membership Committee

This committee is responsible for analyzing the function of AAKP chapters, increasing membership.

Program Committee

This committee is responsible for patient educational materials and programs.

Marketing Committee

This committee is responsible for developing methods and processes for surveying designed populations. It

is also responsible for creating awareness of AAKP both in the renal communities and general public.

Other committees, such as: a convention committee, a bylaws committee and an awards committee, are

formed for specific activities. Subcommittees can also be formed within a committee to address specific

activities or roles.

**Ten Basic Responsibilities of Nonprofit Boards**

1. Determine mission and purpose. It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.
2. Select the chief executive. Boards must reach consensus on the chief executive's responsibilities and undertake a careful search to find the most qualified individual for the position.
3. Support and evaluate the chief executive. The board should ensure that the chief executive has the moral and professional support he or she needs to further the goals of the organization.
4. Ensure effective planning. Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
5. Monitor, and strengthen programs and services. The board's responsibility is to determine which programs are consistent with the organization's mission and monitor their effectiveness.
6. Ensure adequate financial resources. One of the board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission.
7. Protect assets and provide proper financial oversight. The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
8. Build a competent board. All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.
9. Ensure legal and ethical integrity. The board is ultimately responsible for adherence to legal standards and ethical norms.
10. Enhance the organization's public standing. The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.

**References**

* Richard T. Ingram, [*Ten Basic Responsibilities of Nonprofit Boards, Second Edition*](http://www.boardsource.org/Bookstore.asp?Item=112) (BoardSource 2009).