

**CONSTITUTION OF THE  
HAITI MINISTRY COMMISSION  
OF THE  
DIOCESE OF RICHMOND**

**Section 1. Purpose.**

The Haitian Ministry Commission has the following responsibilities:

1. To work in solidarity and partnership with the people in Haiti.
2. To be the advisory body to the Bishop in the area of ministry with Haiti.
3. To evaluate and revise, on an annual basis, the pastoral plan on Haiti ministry and be responsible for its implementation.
4. To promote awareness and encourage participation throughout the diocese in the Haiti ministry.
5. To foster effective communication and collaboration between the various Haiti ministry areas and committees.
6. To coordinate diocesan wide activities which promote and support the Haiti ministries such as the Haiti Gathering, Haiti Solidarity Week, immersion trips to Haiti and other activities.
7. To review the financial status of the Haiti Ministry and submit an annual report.

**Section 2. Membership.**

**A. Commission make up:**

The Bishop will appoint not less than 12 and not more than 24 members to the Commission.

Every attempt will be made to have a board representative of the diversity of the Haiti Ministries and the Diocese. Recommendations for membership will be made using the following guidelines for board make up:

1. Not less than one and not more than two representative from each Board and standing committee. Special funds have the option of having one representative on the Commission.
2. Members of parishes who have twinning relationships. The membership should reflect the diversity of geographic location in Richmond and the geographic location of the twinned entity in Haiti.
3. Members representative of the Haitian community.

**B. Commission member selection process:**

Individuals may identify themselves or be recommended by others to apply for membership to the Commission. Each potential member will fill out an application form and undergo a reference check. The Commission will review the applications and make recommendations for membership to the Bishop. The Bishop will appoint members to

the Commission.

The Associate Director of the Office of Justice and Peace for Haiti and International Issues will be an ex officio member of the Commission.

**C. Duration of Term:**

Members will serve a term of two years, after which they may be re-appointed for an additional 2 terms.

All Commission members serve at the pleasure of the Bishop. Failure to attend two consecutive meetings in any year may be considered reason for removal.

**D. Responsibilities of members:**

1. Serve at least one full term
2. Attend (quarterly) meetings
3. Actively participate on committees, if possible
4. Participate in Commission development activities and retreats
5. Attend special events and community meetings related to Haiti
6. Be informed on current events related to Haiti

**Section 3. Officers.**

The officers of the Commission shall be the chairperson, the vice-chairperson and the secretary. The officers will be elected by the board.

The Associate Director of the Office of Justice and Peace for Haiti and International Issues will serve as the treasurer and will prepare the Commission's budget and regular reports.

**A. General Expectations**

1. Will serve a term of at least one year
2. Will meet (quarterly) as part of the Executive Committee.

**B. Responsibilities**

The Chair will carry out the following responsibilities:

1. Preside over all Commission meetings
2. Meet with the Executive Committee to set the agenda for Commission meetings
3. Ensure that the Commission accomplishes its mission as outlined in the Constitution and Pastoral Plan and as set forth in its goals and objectives

4. Maintain a list of names of potential Commission members which reflects the diversity of our community; maintain the Commission at full membership
5. Represent or appoint a representative of the Commission to attend all appropriate community meetings, conferences, and workshops
6. Be responsible for Commission membership development

The Vice Chair will carry out the following responsibilities:

1. Preside in absence of chair
2. Serve as liaison between chair of the Commission and committee chairs
3. Assist all committees in meeting regularly, establishing their goals and objectives, and in designing their annual budget; monitor committees' progress in these areas

The Secretary will carry out the following responsibilities:

1. Take minutes at all Commission meetings
2. Send out the agenda and minutes to Commission members before meetings
3. Handle all official correspondence on behalf of Commission
4. Develop and maintain a yearly calendar of meetings and events
5. Send copies of minutes to Bishop's DiLorenzo and Sullivan and to the Director of the Office of Justice and Peace

Associate Director of Office of Justice and Peace will carry out the following responsibilities:

1. Prepare a yearly Commission budget
2. Submit a quarterly financial report to the Commission
3. Edit the Haiti Update
4. Represent the Commission to the bishop:
  - a. Advise the bishop on all appropriate matters
  - b. Submit to the Bishop the Commission's end of the year project financial report, annual budget, and upcoming year's goals and objectives.
5. Provide the Commission with a report of financial activities of the Diocesan funds and Boards and an annual report of the Diocesan twinning program.

#### **Section 4. Boards of Directors.**

The Commission has established two not-for-profit Foundations and one Fund for the support of three initiatives in the area of health care, Orphanage support and education in collaboration with the Diocese of Hinche. Each has its own Board of Directors.

1. The Haitian Healthcare Foundation, Inc., Board works to help support, and coordinate health care services within the diocesan Haiti twinning program.
2. The Maison Fortuné Orphanage Foundation, Inc., Board supports the work of the orphanage in Hinche.
3. The Haitian Education Fund Board works in collaboration with the Bureau Diocesan d' Education in Hinche for the expansion and improvement of the diocesan Catholic school system.

**A. Responsibilities:**

- ◆ Develop yearly goals and objectives and submit them to the Commission
- ◆ Have at least one member serve as a member on the Commission
- ◆ Provide a copy of meeting minutes to the Commission

**Section 5. Funds and special projects**

The Commission has established three funds to support projects in Haiti

- The Goy Foundation
- The Productivity Fund
- The Volunteer program

These funds may have the option of having one representative on the Commission.

**Section 6. Committees**

**A. Executive Committee:**

Is made up of the Chairperson, vice chair person, secretary, diocesan staff ex officio member and the chairs of the Twinning and Sustainable Development Standing Committees.

The Executive Committee has the following responsibilities:

- ◆ Meet four times a year
- ◆ Prepare Commission meeting agenda's
- ◆ Prepare a draft of the goals and objectives for the year
- ◆ Support the work of the committees

**B. Standing Committees:**

The Commission currently has four standing committees, with the following responsibilities

**Twinning Committee:**

- ◆ Work in collaboration with the Associate Director of the Office of Justice and Peace on the twinning program between the Diocese of Richmond and Haiti
- ◆ Be a resource and support to parishes who are twinned or considering twinning

- ◆ Provide and ensure that twinning guidelines are followed
- ◆ Develop yearly goals and objective and submit them to the commission

**Advocacy Committee:**

- ◆ Establish relationships with USCCB, CRS, the Virginia Catholic Conference, and counterparts in Haiti to work on public policy and justice issues affecting Haiti
- ◆ Follow the guidelines of USCCB in advocating for public policy and justice issues
- ◆ Educate itself and the diocese about public policy and justice issues affecting Haiti
- ◆ Provide resources, tools and action alerts for people in the Diocese of Richmond to advocate on issues affecting Haiti in coordination with the Virginia Catholic Conference
- ◆ Develop yearly goals and objective and submitting them to the commission

**Sustainable Development Committee:**

- ◆ Work with a committee in Hinche to identify and implement sustainable economic projects and sustainable ecological projects in Hinche
- ◆ Infuse sustainable development concepts into already existing programs and projects.
- ◆ Work with and be a resource to twinning parishes
- ◆ Develop yearly goals and objective and submitting them to the commission

**Communication and Technology Committee:**

- ◆ Be responsible for the Haiti Website
- ◆ Develop and monitor communication strategies to enhance communication within the Diocese of Richmond
- ◆ Develop and monitor communication strategies to enhance communication between the Diocese of Richmond and partners in Haiti
- ◆ Be a resource to the Diocese of Richmond Haiti Ministries on effective use of technology to enhance the work of the Haiti Ministries.
- ◆ Advise on the Haiti Update and other written communications from the Diocese of Richmond Haiti Ministries.

Additional standing committees may be established by the executive board.

**C. Ad Hoc Committees:**

May be created by the Executive Committee for work on specific projects. The Commission will choose the chairperson of each such committee. The chairperson of an Ad Hoc Committee should normally be a member of the Commission. The chairperson

shall choose the members of the Committee, and these need not be members of the Commission.

### **Section 7. Committee Chairs**

Each chairperson will be responsible for the following:

1. Ensure that the committee meets regularly, setting the agenda, appointing someone to act in their stead, if absent, and making sure minutes are taken
2. Keep committee at full membership; recruiting members for the committee
3. Guide the committee in establishing its annual budget and yearly goals and objectives; monitoring committee's progress in these areas
4. Submitting minutes, annual goals and objective to the Commission

### **Section 8. Meetings.**

Meetings shall ordinarily be held four times each year.

The chairperson may call special meetings to consider urgent matters.

As much advance notice as is practicable shall be given Commission members concerning the nature of matters to be considered at the meetings.

### **Section 9. Haiti Ministry Commission Finances.**

The expenses of the Commission shall be paid for by the Diocese of Richmond. The Commission shall have included in its budget sufficient funds with which to operate.

The Associate Director of the Office of Justice and Peace for Haiti and International Issues will administer these funds under the ordinary policy of the Diocese for the funding of commissions.