

RESPONSIBILITIES AND GUIDELINES WITHIN THE CANADIAN COMPANY OF PILGRIMS

In accordance with the By-laws of the Canadian Company of Pilgrims (CCoP), Chapters may be established in any city or region of Canada. In order to receive and maintain recognition by the CCoP, Chapters must accept the responsibilities outlined in the Bylaws and in this document. While the Chapters may operate more or less formally and with their own distinct structures, their purpose is similar: to provide local support to individuals interested in the pilgrimage routes to Santiago de Compostela.

To be authorized, Chapters must:

- Comply with all relevant legislation (including the *Canada Not-for-Profit Act*, the *Income Tax Act*, the *Canadian Copyright Act*, and privacy legislation such as the *Canada Anti-Spam Law (CASL)*;
- Maintain the reputation and integrity of the local chapter and the national organization;
- Hold at least one meeting each year, in the chapter's geographical region, to provide information to prospective pilgrims and encourage dialogue with experienced pilgrims. Local meetings or support could consist of any or all of the following:
 - training sessions;
 - general meetings;
 - education;
 - walk events / gatherings;
 - connecting people to support;
 - public relations; or
 - pilgrim send-off and welcome-back events.
- Ensure that the Chapter's activities are consistent with the insurance and indemnity coverage provided by CCoP;
- Maintain a neutral position related to commercial operations, tours, books, films, and other products and services;
- Require that volunteers avoid any real or perceived conflict of interest that would compromise the volunteer spirit of the Camino and the organization; and
- Provide an annual summary of activities, revenues and expenses to the CCoP Board of Directors and the Chapter Advisory Council in a format specified by the Board; the summary should include donations made to other organizations or entities in support of aspects of the Camino.

In addition, Chapters should:

- Promote and encourage membership in the Canadian Company of Pilgrims and encourage qualified members to stand for election to the Board of Directors;
- Establish an appropriate and sustainable leadership structure, including a leadership team of at least two individuals;
- Elect or appoint individual(s) to the CCoP's Chapter Advisory Council;
- Put forward nominees to the CCoP Board of Directors through the Nominations Committee;

- Maintain a contact list and use the list to communicate appropriately; and
- In cases where the chapter makes donations to other organizations or entities in support of aspects of the Camino, coordinate these donations with the national organization.

Responsibilities of the National Office, in support of the work of the Chapters:

- Provide administrative and other support to the Chapters;
- Report regularly to the Chapters on matters of importance, over and above the reporting requirements for the Annual General Meeting;
- Encourage cooperation and sharing of information and resources amongst the Chapters;
- Encourage representation from all regions of the country on the Board of Directors;
- Create a Chapter Advisory Council, which will act in an advisory capacity to the Board of Directors and to the President;
- Act as a resource for information and advice to the Chapters concerning such topics as:
 - Historical, cultural and practical information about the various Camino routes to Santiago;
 - Ideas and resources for gatherings and activities;
 - Hospitalero and other training and volunteer opportunities;
 - Considerations around donations and support;
 - Guidance concerning annual reporting of activities and revenues (including development of forms for this purpose);
 - Guidance and policy about conflict of interest and potential conflict of interest;
 - Relevant laws, by-laws and statutes.
- Create and maintain a national website and other electronic media that can publicize and link to local chapter events;
- Establish and maintain a database of national members, and (subject to privacy legislation) provide the Chapters with information about members in their geographic area;
- Represent the CCoP internationally by maintaining relationships with other national and international Camino associations, and relevant government and pilgrimage authorities and agencies in Spain and other relevant countries; and
- Ensure that the Chapters are adequately covered for indemnity and other risks with respect to their activities, keeping the Chapters informed about insurance coverage, risks and obligations.

Notwithstanding the above, the Advisory Council can recommend to the Board and the Board has final authority to authorize or terminate a Chapter in accordance with the Bylaws.