

Regina Open Door Society's Board Orientation Package Document

Welcome to Regina Open Door Society's Board of Directors!

RODS Board of Directors meets on the last Wednesday each month at 5:15 pm, however, there are no meetings in July, August, December and May. The Board also hosts a fall retreat where it meets to discuss a topic of choice. RODS' Annual General Meeting is held in June each year, and all Board members are expected to attend. Board members shall be in good standing with RODS and hold a valid membership. Membership fees are \$10.00 for individuals due by May of each year.

Welcome from Executive Director

For over 40 years, the Regina Open Door Society (RODS) has aimed to build "A Welcoming Community Enriched by the Diversity and Strength of Newcomers to Canada." With increased economic immigration and the forced migration of millions of refugees worldwide, I think our vision is more important now, than ever.

Over the past four decades, RODS has developed specialized settlement integration services and forged strong partnerships with other community-based organizations that seek to serve newcomer. We realize that in order to continue to successfully settle larger numbers of refugees and immigrants into our community, all Regina residents must be informed and engaged.

Thank you for your interest in supporting the work we do by giving of yourself and by donating your time and energy to our cause. I appreciate your desire to build a strong, welcoming and vibrant community. Without the contributions of volunteer Board members like you, the Regina Open Door Society could not achieved what it does. Your support is vital to us!

I sincerely hope you enjoy the time you spend volunteering on RODS' Board.

Keith Karasin

A: Organization (items hyperlinked or attached)

1. [RODS Statements \(Mission, Vision and Values\)](#)
2. Social Media:
 - Website: www.rods.sk.ca
 - Facebook: <https://www.facebook.com/ReginaOpenDoor/>
 - Instagram: <https://www.instagram.com/reginaopendoor/?hl=en>
 - Twitter: <https://twitter.com/ReginaOpenDoor>
3. [RODS History](#)
4. [Number of Employees](#)
5. [RODS Programs & Services](#)
6. [Program Funding](#)
7. [RODS Locations](#)
8. [Acronyms](#)
9. [Annual Report](#)
10. [Financial Statement](#)
11. [Strategic Operational Plan](#)
12. [Strategic Planning Map](#)
13. [Organizational Chart](#)
14. [Staff Policies & Procedures](#)
15. [Risk Management](#)

Welcome from Board President

Thank you for volunteering to join the Board of Directors of the Regina Open Door Society!

This manual is designed to provide you with a high level overview of the Organization and its governance, and its goal is to accelerate your ability to make an effective contribution to the Board. Please do not hesitate to contact the Board president or fellow Board members to obtain more detailed information or to obtain clarification of material in the manual.

All Board members are expected to actively participate in the governance of the Regina Open Door Society, so please use the first part of your term to discern ways in which you can contribute to the Organization over and above attendance at monthly Board meetings. In addition, each Board member is responsible for:

- providing a criminal record check;
- signing RODS' Code of Conduct; and,
- signing RODS' Oath of Confidentiality.

Further direction regarding the above documents, can be obtained by RODS' Executive Coordinator.

I wish you well in your time with RODS, and I hope that it proves to be a mutually rewarding experience!

B: Board

1. [Board List](#)
2. [Constitution](#)
3. [Governance Policy](#)
4. [Code of Conduct](#)
5. [Oath of Confidentiality](#)
6. [Application for Position](#)
7. [Committee Structure](#)
8. [Committee Terms of Reference & Work Plans](#)

RODS History

The Regina Open Door Society (RODS) is a non-profit organization that provides settlement and integration services to refugees and immigrants in Regina. RODS is committed to meeting the needs of newcomers by offering programs and services that enable them to achieve their goals and participate fully in the larger community.

RODS was incorporated on November 17th, 1976. It was established by forward-thinking members of the community; educators, humanitarians and community service professionals who recognized the significant need for settlement services to support Chilean, South-East Asian and other refugees who were arriving in Regina, Saskatchewan at that time. Foundational meetings were held in the spring of 1976. The idea of establishing a non-governmental organization was presented by founding members to over 30 cultural groups and other interested government and community representatives at a meeting in September 1976. By November the constitution was written and the Regina Open Door Society was incorporated.

From a fledgling Society in the 1970s, to a dynamic nationally recognized organization employing over 200 employees, RODS continues to work passionately towards the fulfillment of its mission, vision and values. RODS' vision is "A Welcoming Community Enriched by the Diversity & Strength of Newcomers to Canada."

RODS has established itself as a nationally recognized innovator of settlement services for newcomers to Canada by:

- Introducing the country's first Reception House for refugees (a model that was then duplicated across the country);
- Piloting and developing numerous national settlement programs, as well as being awarded the Citation for Citizenship Award. This national award is presented every 2 years to 20 individuals/organizations for outstanding contributions to newcomers to Canada;
- Representing the SK Settlement Sector at the national level for the past 15 years;
- In 2012, the Newcomer Welcome Centre was chosen as 1 of 19 most promising practices in the Canadian Settlement Sector. This was the only practice chosen from Saskatchewan.

RODS provides a broad range of specialized services to a highly diverse clientele, from refugees seeking haven from war, torture and persecution to family sponsored and highly skilled immigrants arriving through the SINP (Saskatchewan Immigrant Nominee Program). RODS serves all newcomers regardless of life experiences or immigration status.

The core client group of RODS consists of government assisted refugees resettled in Canada through the coordinated efforts of the United Nations High Commissioner for Refugees (UNHCR), Citizenship and Immigration Canada (CIC) the Canadian Settlement Sector and the efforts of sponsoring groups and families.

Numbers of Employees

- Full time employees – 149
- Part Time Employees – 16
- Casual Employees – 29+
- **Total – 194+**

List of Programs & Services

Language, Employment & Child Care Services (LEC)

Department	Program/Services	Services Provided
Language	Language Instruction for Newcomers to Canada (LINC)	The program is designed to provide quality, settlement-based English language training to permanent residents. - It offers 26 daytime and evening classes from Literacy foundation to Canadian Language Benchmark 5 and serves around 360 learners each month. - The program offers a literacy stream of classes that serves around 150 clients with six or fewer years of formal education; classes range from Literacy foundation to CLB 4 Literacy. - LINC teachers are TESL Sask/Canada Certified and have extensive training and experience in TESL and Adult Education.
	Community Child Care Liaison	- Community Child Care Liaison works with community daycares to facilitate additional 30 spaces for LINC clients. - The position is funded through RODS LINC program.
	Stage 1 and 2 English	The program is designed to provide quality, settlement-based English language training to work permit holders and recent citizens. - It offers 2 evening classes which serve 30+ learners each month. - Stage 1&2 teachers are TESL Sask/Canada Certified and have extensive training and experience in TESL and Adult Education.
	Computers for Life	The program is conducted in partnership with Altered Minds, MB and designed to provide Basic digital literacy training to newcomer clients of any immigration status. Our program targets literacy clients CLB 2+. The program runs on the weekends, on an intake basis.
	CELPPIP Testing Centre	RODS has been an approved CELPIP testing site since 2021.
Employment	Employment Readiness	The program assists newcomers overcome cultural and language barriers to employment and to reach a level of employment readiness that will allow them to find and maintain employment. - Offers one-on-one counselling and career guidance, group based series of pre-employment skills workshops (resume, job search, interview, computer, etc.), credential assessment assistance, industry-specific certifications, etc. - Focusses on, but will not be limited to, assisting newcomers who have arrived in Canada in the last 5 years. Must be 16 years of age and older.
	English for Employment (E4E)	This program assists newcomers in developing English language skills focussed on supporting their capacity to find and maintain employment in SK. - Offers 6 sessions/year for industry-focused language and skills training offers hands-on training in the areas of hospitality, childcare, retail, general labour, education assistant and front desk/reception. - Focusses on newcomers who are 18+ years of age with CLB 4+ and are legally entitled to work in Canada
	Settlement Online – Pre-Arrival (SOPA)	This program is in partnership between RODS, ISANS (Immigrant Services Association of Nova Scotia) and other agencies across Canada for newcomer/clients who have not yet landed in Canada. - Offers online information via employment counseling and workshops on Canadian soft skills (communication, workplace culture), job search strategies, credential recognition and the resources available in their city of arrival. - Focusses on clients who live outside Canada, have received approval from Immigration, Refugees and Citizenship Canada (IRCC) to immigrate to Canada and have an English level (IELTS) 5.5 or higher.

	Bridging Programs	Career Bridging and Enhanced Career Bridging Programs assist unemployed and underemployed newcomers facing barriers to employment to acquire the employment readiness, employability skills and Canadian work experience to obtain and maintain employment. • Offers 4 sessions/year of four weeks of classroom training on financial and computer literacy, and workplace culture & communication followed by up 8-week work placements. PTA available for eligible clients. • Focusses on newcomers who are 18+ years of age, legally entitled to work in Canada and have CLB 4 - 7
	Youth Employment and Skills Strategy (YESS)	This program helps youth, particularly those facing barriers to employment, get the information and gain the skills, work experience and abilities they need to make a successful transition into the labour market. • Offers 4 sessions/year with 8 weeks of paid classroom training (career mapping & decision-making processes, job readiness skills, financial & computer literacy, workplace culture and soft skills) and 6-week paid work placements. Focusses on youth (15-30 years of age), unemployed, legally entitled to work in Canada and CLB 4+.
	Youth Employment Readiness	The program assists newcomer youth overcome cultural and language barriers to employment and to reach a level of employment readiness that will allow them to find and maintain employment. • Offers workshops on skills development (critical thinking, financial literacy, information communication technology/digital literacy, teamwork and collaboration, communication and adaptability) and career development (work relevant networks, career counselling, mentorship, and access to labour market information). • Focusses on newcomer youth ages 16 and 29 residing in Regina.
Child Care	Child Care Centre	• Offers early learning and child care services to RODS newcomer clients and the general community • Licensed through the Province of Saskatchewan with 67 infant, toddler and preschool spaces • Staff are certified Early Childhood Educators committed to professional development • Program focuses on child-directed, developmentally-appropriate learning experiences in a loving, nurturing and cross-cultural environment • RODS LINC clients have priority to child care spaces with a goal to provide approx. 60 spaces (as per our IRCC contract)
Settlement, Family & Community Services (SFC)		
Department	Program/Services	Services Provided
Settlement	Resettlement Assistance Program (RAP)	• RAP offers direct and immediate services and information to newly arrive Government Assisted Refugees (GARs) within four to six weeks upon their arrival to Regina. • The services contribute to a newcomer's basic establishment by facilitating a smooth transition to life in Regina, from airport reception to securing permanent accommodation and connecting to services for meeting immediate and essential needs.
	Orientation Services for Newcomers (OSN)	• OSN is a program that helps newcomers adjust to their new life in Canada through the provision of services such as one-on-one or group information orientation, community connection, service facilitation, etc. • OSN offers orientation, information, support services (I.e., interpretation, transportation, short-term counselling etc.) as well as needs-based referrals to other programs and community resources • The program aims to support and encourage newcomers' adaptation and integration into Canadian society
	OSN Health Facilitator	• In partnership with the Regina Community Clinic (RCC), and Saskatchewan Health Authority, RODS facilitates health assessments, as well as primary and specialized health services to newly arrived refugees (including dental hygiene)

		Facilitates the provision of health-related information, workshops, interpretation services and home visits to provide support
	OSN Case Management	- Works collaboratively with various stakeholders (i.e., International Women of Saskatoon (IWS), Catholic Family Services (CFS), Regina Immigrant Women Center (RIWC), Client Support Service (CSS), etc.) to offer a holistic support to the newcomers who are settling in Regina. - OSN case management program is part of the national initiative to support vulnerable clients with their settlement and other needs.
	Settlement Support Workers in Schools (SSWIS)	- SSWIS is a school-based outreach program that connects newly arrived newcomer families to services and community resources to promote settlement and encourage student integration and achievement in schools. - SSWIS helps newcomer children, youth and their families have a meaningful school experience - SSWIS provides services in all Regina elementary and high schools in the Public, Catholic, Prairie Valley and French school divisions
	Translation and Interpretation (TIP)	RODS provides interpreter/translator assistance to the Regina community including the hospitals, and Rehabilitation Centre, the Regina Health District, the Regina Police Service, the Provincial Court of Saskatchewan, the Court of Queen's Bench, Legal Aid, Social Services, as well as to numerous NGOs, community agencies, businesses and individuals.
Community	WCN Community Connection	- The main objective of the Community Connections program is to increase the engagement of Regina's diverse agencies and organizations in the process of supporting newcomer' settlement - To achieve this objective, the community connections program facilitates workshops and presentations to employers, community organizations and members of the community at large, to help them increase the cultural awareness and knowledge of newcomers needs, challenges and their potentials contributions
	Welcoming Community for Newcomers (WCN)	- The Welcome Community for Newcomer (WCN) program assists newcomer to become more familiar with their community, establish supportive social (and professional) networks and meet their settlement needs through volunteer led activities - Volunteers are matched with a newcomer (or newcomer family) and participate in activities together, such as Conversation Circles, informal ESL tutoring, reviewing homework together, attending sports events, going on community tours, attending community cultural and recreational activities/events - Volunteers and newcomers mutually decide on the nature of the activity, and when, where and how frequently to meet. The aim of the program is to help newcomers become fully connected and participate in community life
	WCN Youth Program	- The Youth program assists newcomer youth to become familiar with their community, hone their leadership skills, and establish supportive social networks. The aim of the program is to help newcomer youth become thriving fully participating members of their new community - Programming is offered throughout the year, including a summer program for newcomer youth
	SSWIS Children's Summer Program	Through the summer months, this program offers recreational and educational opportunities for refugee and immigrant children ages 6 through 12. While attending the program, children participate in language learning activities, as well as community orientation and fun summer activities.

Family	KidsFirst Regina	- KidsFirst (KF) Regina offers an intensive voluntary home visiting program and is designed to support vulnerable families to become the best parents they can be - Also, to have the healthiest children possible by enhancing families parenting knowledge (through the Growing great Kids curriculum), providing support and building on the family's strengths - To be eligible for RODS KF services, families must be either pregnant or have a child under 2 years of age. Services may be offered until the child is 3 years of age.
Regina Open Door Society Inc. (RODS) Organization as a whole		
Department	Program/Services	Services Provided
RODS	Regina Region Local Immigration Program (RRLIP)	- Launched in 2014, the Regina Region Local Immigration Partnership (RRLIP) is a community initiative that works to facilitate closer collaboration, coordinate activities, create efficiencies and build capacity in Regina for the successful settlement and integration of newcomers. - The partnership brings together multiple stakeholders from many sectors to address the needs of newcomers, providing the collaborative framework for community change. - The RRLIP is guided by a multi-sector Partnership Council, informed by a diverse Immigrant Advisory Table and supported by working groups, which implement activities to address the needs and strengths of newcomers. - The RRLIP and its community partners are currently in the process of updating its Action Plan, informed by data from the 2022 Newcomer Survey and on-going community consultation.
RODS	Immunization Partnership Fund	- The Vaccine Awareness and Uptake for Newcomers project collaborate and coordinate with SHA to provide information, outreach, and vaccine access among refugees and newcomers. - Through RODS' long-standing relationship with the community, the project aims to address gaps in vaccine knowledge, attitudes and beliefs; encourage vaccination; dispel myths and decrease vaccine hesitancy; and disseminate relevant multilingual vaccine information for clinical services. - The project outcome is increased vaccine confidence, uptake against respiratory illnesses (e.g., influenza, COVID-19, etc.), and "catch-up" vaccinations (e.g., routine childhood vaccinations, etc.) amongst refugees and newcomers who may have missed or delayed receiving recommended vaccinations due to the COVID-19 pandemic or while fleeing war in their home country.
RODS	Temporary Foreign Worker	A FREE program that supports the Temporary Foreign Workers with resources and information - Anyone holding a closed or open work permit, including those in the Temporary Foreign Worker Program (TFWP), Seasonal Agricultural Worker Program (SAWP), and International Mobility Program (IMP) can access the service. - This program can help work permit holders with many aspects of adjusting to their new life here in Canada: Online workshops that provides information regarding employee health and safety, rights and responsibilities, income tax and benefits, and much more. One-on-one support from a TFW counselors who can connect clients to the community programs and services Connection to a community of other work permit holders and settlement service providers throughout the province.

Program Funding

The Regina Open Door Society gratefully acknowledges the collegial support and funding provided by Immigration, Refugee and Citizenship Canada (IRCC), Ministry of the Economy - Labour Market Services, United Way of Regina, KidsFirst Regina, The Community Initiatives Fund, Ministry of Education, Service Canada, City of Regina, The Regina Public and Catholic School Boards & private donations.

Funding Source by Department

Program/Funder	IRCC	ISED	Ministry of Immigration and Career Training	Saskatchewan Health Authority (KidsFirst)	United Way Regina	Ministry of Education	Community Initiatives Fund	Service Canada	City of Regina	Regina Public Schools	Regina Catholic Schools	RBC	Employment and Social Development Canada	Paragon Testing Enterprises	Public Health Agency of Canada	Sask Culture Multicultural Initiatives Fund	Immigration Partnership Fund (IDF)	Saskatchewan Blue Cross
OSN	X								X									
WCN	X															X		
RAP	X																	
SSWIS	X						X	X		X	X							
KidsFirst				X														
Temporary Foreign Workers (TFW)													X					
FIT					X													
RRLIP	X																	
LINC	X																	
Stage 1&2			X															
Computers for Life – agreement with Altered Minds		X																
Employment Readiness			X															
SOPA (Settlement On-line Pre Arrival) – agreement with ISANS	X																	
E4E			X															
YESS (Youth Employment and Skills Strategy)								X										
Career Bridging			X															
Youth Employment Readiness/Career Link Job Fair												X						
CELPPI Testing Centre														X				
Child Care	X					X												
ADMIN	X		X	X	X	X		X							X			
FLIP - Fast-Track to Learning and Interaction for Parents (FLIP) for Early Learners.	X (Mother s Matter) Not funded in 2023- 24																	
Vaccine Awareness and Updated for Newcomers																	X	
Health Literacy Initiative																		X

RODS Locations & Services

1855 Smith Street

English Language Services
Child Care Centre

1610 Toronto Street

Reception House & Services for
Government Assisted Refugees

2332 11th Avenue

Administration & Finance
English Language Services
Employment Services
Enhanced Language Training
Settlement, Family &
Community Services (SFC)
Summer Program



Remote

Regina Region Local
Immigration Partnership
(RRLIP)

RODS Acronyms

- RODS – Regina Open Door Society
 - SFC– Settlement, Family and Community services
 - RAP – Resettlement Assistance Program
 - OSN – Orientation Services for Newcomers
 - WCN – Welcoming Community for Newcomers
 - WCNF – Welcoming Community for Newcomers Facilitator
 - NWC – Newcomer Welcome Centre
 - SSWIS – Settlement Support Workers in Schools
 - SKSWIS – Saskatchewan Settlement Workers in Schools/Sask. SWIS Coordination – SSC
 - TIP – Translation & Interpretation Program
 - FIT – Families in Transition
 - LEC – Language, Employment and Child Care services
 - ES – Employment Services
 - LINC – Language Instruction for Newcomers to Canada
 - PTA – Provincial Training Allowance
 - CCC – Child Care Centre
 - SOPA (Settlement On-line Pre Arrival)
 - YESS (Youth Employment and Skills Strategy)
 - English for Employment (E4E)
 - CAF – Central Administration and Finance
 - RODS Committees:
 - COMC – Communications Committee
 - MT – Management Team
 - LT – Leadership Team
 - DBC or DB – Database Committee
 - HR/HRC – Human Resources/Human Resources Committee
 - ED – Executive Director
 - EC – Executive Coordinator
 - FComm or FC – Finance Committee
- RM – Risk Management
- RRLIP – Regina Region Local Immigration Partnership
- SAISIA – Saskatchewan Association of Immigrant Settlement and Integration Agencies
- NSC – National Settlement Council
- IRCC – Immigration, Refugees and Citizenship Canada
- SODS – Saskatoon Open Door Society
- RCC - Regina Community Clinic
- RQHR – Regina Qu’Appelle Health Region
- IWS- Immigrant Women of Saskatoon
- RIWC- Regina Immigrant Women’s Centre
- CFS- Catholics Family Services
- RFP – Request for Proposals
- BAU – Business as Usual
- APPR – Annual Project Performance Report
- FB – Facebook
- MOU – Memorandum of Understand
- KIMS – KidsFirst Information Management System
- CTS –SimpleCTS – Simple Client Tracking System - database used at Newcomer Welcome Centre (province)
- ESDC - Employment and Social Development Canada (ESDC)
- CFP – Call for Proposal