



(Insert Location) Community Committee (Acronym) Terms of Reference			
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Liaises With: Community Impact & Allocations Committee (CIAC) and Campaign Cabinet

1. Purpose

The primary objective of the (Insert region) Community Committee (Insert acronym) is to understand social needs and mobilize the community to address them by:

- Engaging with community members and local organizations to understand local social issues.
- Providing focus and awareness concerning prioritized social issues.
- Raising funds to support actions related to prioritized issues and the overall needs of the region as assessed by the Community Impact and Allocations Committee.
- Assisting with the implementation of United Way Perth-Huron events (e.g. Kick-Off).
- Assisting with awareness on United Way initiatives (e.g. 211).

2. Governance

The (Insert Acronym) will work with the Community Impact and Allocations Committee regarding social issues and investments and the Campaign Cabinet regarding fundraising activities. Policies created or revised by the (Insert Acronym) will be referred to staff for review and approval (when required, staff will collaborate with the Board or its committees).

3. Membership

The (Insert Acronym) will consist of a minimum of nine (9) and maximum of twelve (12) members. All municipalities in (Insert Location) and Area (Describe area with municipalities, regions or towns as needed) will be invited to send representation to each (Insert Acronym) meeting.

Committee composition will include the following:

- UWPH Executive Director (ex-officio)
- UWPH (Insert Acronym) staff person (non-voting)
- Chair (or co-chairs)
- Vice-Chair (optional)
- Community members with expertise related to social issues
- Community members with expertise related to fundraising
- CIAC Liaison
- Staff/council representation from all municipalities in (Name of Location and Area) (Describe area with municipalities, regions or towns as needed) where possible.

Note: Individual committee members may fulfill more than one of these criteria.

4. Term

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Normally, (Insert Acronym) members may serve a two-year renewable term, up to a maximum of six years. The roles of Chair (s) and Vice-Chair are normally two (2) year appointments.

5. Orientation

Orientation may include:

- Meeting with Community Development Manager and Chair (UWPH, regional priorities, advocacy and fundraising)
- Guest at Community Committee meeting

6. Meetings

The (INSERT ACRONYM) will meet monthly, ten (10) times throughout the year, normally in (INSERT REGION) and/or virtually. There will be no meetings scheduled in the months of July and December.

In Camera meetings will follow the In Camera Meetings Policy (Sup33).

7. Quorum

Quorum will be the simple majority of current (Insert Acronym) membership. Quorum may be established by web-conference or teleconference.

8. Decision-Making

Every effort will be made to establish consensus. If consensus cannot be achieved, a simple majority of those present is required, assuming that quorum has been met. The Chair may elect to conduct an electronic poll of members between meetings and/or if quorum cannot be established.

9. Member Expectations

- Members are expected to attend a minimum of 75% of meetings annually.
- Members are encouraged to support all activities of the committee (e.g. fundraising, advocacy, awareness and events).
- Members are encouraged to give to the UWPH annual campaign.

10. Review & Revision

These Terms of Reference will be reviewed at least bi-annually in April by the (Insert Acronym), the Resource Development Team and the Management Team.