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## **TERMS OF REFERENCE**

### **Timmins Chamber of Commerce Community Outreach Committee**

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**CHAIR- Sue Pettigrew**

**CO-CHAIRS- Mike Miller & Mike Metatawabin**

#### ***Purpose***

The Community Outreach Committee is a standing committee of the Timmins Chamber of Commerce.

Outreach provides the Timmins Chamber of Commerce with the opportunity to express its vision and carry out its mission to community members who are not our usual audience. Through outreach, we strive to instill awareness and interest and to create opportunity for community enrichment by extending the Chamber's expertise and resources to our broader community, and those living and working further afield through education, participation, and events.

#### ***Reporting Structure***

The Community Outreach Committee Chairperson reports and is accountable directly to the Chamber of Commerce President for the effective operation of the Committee and for all Committee decisions. The President, in turn, is accountable to the Board for the operation of the Committee within Chamber of Commerce Board policies.

#### ***Authority***

The Community Outreach Committee is empowered by the Board of the Timmins Chamber of Commerce to make decisions within the mandate established in this document and within the context of the Board's organizational policies.

The Community Outreach Committee may develop policies which promote community outreach so long as they fall within general policy as set by the Board. The President may provide guidance and direction to the Community Outreach Committee through its Chairperson, but cannot over-ride decisions of the Committee provided that those decisions conform to Board policy.

The Chairperson of the Community Outreach Committee is authorized to:

- act as the spokesperson for the Community Outreach Committee within the Chamber of Commerce
- speak externally on behalf of the Chamber if it is on matters within the Committee's mandate, if directed by the Chamber Board
- commit funds within the parameters of the approved operating budget of the Community Outreach Committee

## ***Membership***

The Chair and Co-Chair of the Community Outreach Committee are elected by the committee from the eligible committee members and a minimum of one of these positions must be held by a Board member. The remaining members of the Community Outreach Committee may comprise of the following:

- Sitting members of the Timmins Chamber of Commerce Board
- Interested members of the Chamber of Commerce
- the Chamber Manager (ex-officio)

## ***Committee Objectives***

The scope of the responsibilities of the Community Outreach Committee reflects the diversity that exists amongst the Chamber members. The specific responsibilities of the Community Outreach Committee include:

- developing an annual Community Outreach Committee Operational Plan with initiatives, objectives and tasks required to implement the Chamber's community outreach strategy each year, utilizing feedback from the membership
- conducting an annual evaluation to confirm that the outreach objectives are being met and are achieving the desired results
- establishing Community Outreach Committee operational policies and agreements and monitoring compliance with them
- maintaining, through the Chamber website, Inside Business and other communication materials, an information link with the membership and government
- monitoring local and non-local issues of relevance to the Chamber of Commerce, its members, and the broader community within which we operate

## ***Responsibilities of Chairperson – Community Outreach Committee***

The Chairperson of the Community Outreach Committee provides leadership to the Committee and is responsible for assigning and coordinating the Committee's work. In addition, the Chairperson is responsible for:

- receiving and responding to questions and issues concerning Chamber community outreach programs
- developing and managing an operating budget to support the annual Community Outreach Committee Operational Plan
- ensuring that meetings are properly documented, with the assistance of the Chamber Manager