



## **Community Engagement Committee – Terms of Reference**

### **Purpose:**

Increase the positive awareness and interconnectivity of Ultimate within EUPA and the Edmonton community.

### **Responsibilities:**

The Community Engagement Committee responsibilities include but are not limited to:

- Build positive awareness of EUPA and the sport of Ultimate among EUPA members and the external community through participation and leadership in outreach and charitable events.
- Represent and advocate for EUPA and the sport of Ultimate in the larger public and sport communities.
- Provide meaningful engagement opportunities for EUPA members.
- Work with Social Committee for planning and execution of various events.

### **Resources:**

The EUPA Board of Directors in the EUPA yearly budget may allocate funds to the Community Engagement Committee. All requests for additional funds, required for specific projects, programs, or general committee operations, should be presented to the EUPA Treasurer for review.

All requests for procurement or use of EUPA equipment, required for specific projects, programs, or general committee operations, should be presented to the EUPA General Manager for review.

### **Composition:**

#### **Committee Chair:**

The Committee Chair will be appointed by the EUPA Board of Directors, and will act as a representative of the Board.

### Committee Members at Large:

- The Community Engagement Committee will consist of a minimum of 4 and a maximum of 8 members.
- The Community Engagement Committee must have a representative from the EUPA Board of Directors.
- All Community Engagement Committee members must be active members of EUPA.

### Committee Roles:

#### Committee Chair

- Report to EUPA Board of Directors on Social Committee work.
- Schedule and chair all meetings.
- Provide leadership and direction to the committee, and ensure the committee is kept on track for all goals they have set for themselves.

#### Members at Large

- Stay up to date on all Community Engagement Committee work and provide insights.
- Assist with committee initiatives and projects.

### **Term of Membership:**

There is no minimum or maximum term of office.

### **Meetings:**

Meetings will take place a minimum of once in a two-month period.

Committee members will be provided with a minimum of one weeks notice before all meetings. Circumstances permitting meetings will take place in person; attendance via electronic methods will also be accepted. 50% of the committee will be required for quorum.

The meeting agenda will be prepared by the committee chair and shared with all committee members through Google Docs or email at least 24 hours prior to the meeting.

Additional communication between committee members, outside of meetings, shall take place through email to ensure all committee members are kept up to date with committee work and discussion.

### **Records and Reporting:**

Community Engagement Committee meeting minutes will be recorded by a member of the committee and will be submitted to all committee members in the week following the meeting through Google Docs. A copy of the meeting minutes will also be saved in the cengagement@eupa.ca Google Drive and shared with the EUPA General Manager through Google Docs.

The EUPA Board Representative(s) will report to the Board on a monthly basis at the EUPA board meetings.

**Related policies / By-laws**

- The Community Engagement Committee will ensure all goals and work are aligned with EUPA's 3 Year Strategic Plan with a specific focus on the Community Pillar.

**Review**

The Community Engagement Committee Terms of Reference will be reviewed at EUPA year-end, next review September 30, 2015.