

Cowichan Station Area Association: *Community Engagement Committee*

1. Introduction

The Community Engagement Committee (CEC) represents an important component of the broader Cowichan Station Area Association (CSAA). The CEC is charged with opening channels of communication and participation with the wider Cowichan Station community, in turn, supporting the overarching mission and mandate of the CSAA including the work of the CSAA Board to implement the HUB Business Plan. The following are the terms of reference for that Committee.

2. Mission

The mission of the Community Engagement Committee is to facilitate greater communication and broader participation of the residents of Cowichan Station and the surrounding area in the planning and the activities of the CSAA. The CEC will undertake the process of broadening participation and engagement through a number of channels:

- develop and coordinate community engagement activities to fulfill broad community development purposes of CSAA including:
 - develop and coordinate an annual events plan including calendar of events, budget, media/advertising and event organization for both the CSAA and the Hub;
 - identify, develop, and coordinate volunteers for work on the Hub and other projects;
 - develop and continue outreach to new CSAA members;
 - keep records and photos of events, earned media, and volunteer-in-kind contributions;
 - develop a newsletter plan, including budget, and coordinate newsletter writing, publication, and distribution;
 - ensure the webmaster has up-to-date web materials related to community outreach;
- develop an annual programming plan to use available Hub spaces. The programming will build on community priorities identified in Hub Business Plan and will ensure ongoing community input. The plan will recommend how to approach the marketing, delivery, and financial sustainability of each program, including:
 - overseeing the implementation and monitoring of program plan;
 - developing appropriate rental policy and rates;
 - marketing and managing space/field rentals to compliment the programming plan;
- provide regular updates to the CSAA Board and other committees on decisions, plans, and progress.

3. Decisions

While the Committee is independent in its activities and implementation, the CSAA Board will review and approve:

- Annual Hub programming plan
- Annual events plan and budget including media costs
- Facility rental policy and annual rates
- Communications plan and budget

4. Membership

Membership is voluntary and open to the community and will include a Chair who is a Director of the CSAA. Every effort will be made to recruit CSAA Directors and community members who are willing and able to contribute the required skills including:

- Community-centre programming delivery
- Communications/media
- People-oriented outreach and engagement
- Project management, coordination, and organization

Committee members must be members in good standing with the CSAA and must attend 2/3 of committee meetings.

Current Membership:

Chair: Patty John

Members:

- Pat Calveley
- Lorna Medd
- Madelaine MacLeod
- Cheri Ayers
- Zane Parker

Coordination: Alison Nicholson

5. Operating Procedures

- Two thirds of members constitute a quorum.
- Where possible, the Committee will operate on a consensus basis. The Committee has a responsibility to ensure that everyone is heard and that decisions are based on the best information and are in keeping with the broader goals and aspirations of the CSAA.
- The Committee will meet on an "as and when needed" basis.
- The Committee will ensure the Board and other committees are kept in the loop and will search out appropriate expertise, advice and/or help as required.

6. Conflict of Interest

Committee members must take a precautionary approach to ensure that issues of potential or perceived conflict of interest are clearly identified.