

L'ARCHE AVALON INC.

TERMS OF REFERENCE

Committee Name: *Community Building Committee*

Committee Mandate and Tasks

Summary Role

- Organizing and overseeing Community activities (including the monthly Sunday Gatherings, the monthly walks, Thursday Crafts mornings, monthly Music Circle, seasonal Picnic Lunches at Quidi Vidi, Spiritual Expressions)
- Holding regular monthly meetings
- Fostering the Music Life of the Community
- Maintaining member relations (by touching base with members, acknowledging illnesses, deaths and other significant celebrations)
- Hosting special events
- Fostering the Spiritual Life of the Community including organizing and facilitating reflections at L'Arche Avalon events

The Community Building Committee will focus internally within the community to promote and foster the development of the L'Arche Community in spirit as well as in name. It will promote the understanding of L'Arche philosophy among members in order to foster engagement and commitment in all our members, especially efforts to better include Core Members as active members of the community.

Committee Chair

The Committee Chair will be selected from and appointed by the Board of Directors

Committee Membership

The Chair will recruit from members or non-members of the community persons who may be interested in serving on the committee.

The Chair of the Board is an ex-officio member of all committees of the Board and may attend committee meetings in that capacity.

Member Term of Office

Appointments to the Community Building Committee will be for a one-year term and may be renewed annually.

Committee Meetings

The Committee will meet monthly to accomplish the goals of the Committee for the next month and going forward to plan future events.

All members of the Committee will be notified sufficiently in advance of meeting of the Committee.

Committee members will practice honest and respectful communication at meetings so that when conflict or differences of opinion arise they are ready to handle these with transparency, respect and cooperation.

Quorum

Decisions and recommendations of the Committee may be made only when there is numerical majority of the members of the Committee participating in the meeting (either in person or via electronic participation).

Sub-Committees

If the Committee feels it is necessary, it may direct a sub-committee of the committee members to work on a particular aspect or project related to the Committee's mandate. That Sub-committee may call on help from outside of the Committee.

The Community Building Committee sub-committees include the following:

- i. Gatherings Sub-Committee: responsible for planning and conducting monthly gatherings, celebrations and events.**
- ii. Spiritual Expressions Sub-Committee: responsible for developing the program, training and recruiting people to lead Spiritual Expressions, and when necessary conducting the program themselves.**
- iii. Music Circle Sub-Committee: responsible for developing and conducting the community's music program and contributing to other events as needed.**

Finances

Any requests for funding or financing over the allotted budget and related to activities of the Committee will be forwarded to the Board for approval.

Committee Reports

The Committee Chair will report in writing to each Board Meeting on the activity of the Committee since the last Board meeting. If no activity has occurred since the last Board meeting that will be reported at the meeting.

Committee Reports will be provided to Board Members via email a minimum of 3 days in advance of a regularly scheduled Board meeting. Reports should be clear and succinct.

All decisions and recommendations made by the Committee will be reported to the Board for approval.

The Committee Chair will provide to the Chair of the Board a written annual report of the Committee for inclusion in the Annual Report of the Community.

Annual Evaluation

The Committee will hold the Community Mandate and its Principles in mind when conducting its work.

The Committee will review its mandate each year and evaluate how well that mandate has been met over the past year. A written report of that review and evaluation will be sent to the Board, with the Committee's annual report, along with any recommendations for changes to the Committee mandate or Terms of Reference.