

# L'ARCHE AVALON, INC.

## TERMS OF REFERENCE

### Committee Name: *Outreach and Education Committee*

#### Committee Mandate and Tasks

Summary Role:

- Connecting with the public
- Developing or acquiring public and media relations resources
- Connect and Maintain relationships with L'Arche Atlantic Communities

1. The focus of the Outreach and Education Committee is the provision of information about our community, its goals, and activities to the broader community and other groups and agencies who have shared interests.

2. The Outreach and Education Committee will compile and maintain a list of other stakeholders whose aims and mandates are reasonably aligned with ours and with whom collaboration may be mutually beneficial.

3. The committee will actively seek to engage with other like-minded organizations; it will support members' initiatives aimed at representing our community.

4. The mandate of the Outreach and Education Committee includes developing and/or adapting informational material about L'Arche and its model of community living, for use by its members when introducing L'Arche Avalon to external audiences.

5. It is expected that Outreach and Education will, whenever appropriate, seek input from other committees or other members in the development, provision, and implementation of educational material.

6. Outreach and Education can expect that it will be supported in its advocacy role by all L'Arche members and its committees when opportunity presents itself.

**MANDATE:** The purpose of this committee is to liaise with like-minded organizations, other groups and L'Arche communities around the world, to raise awareness of L'Arche Avalon and be informed about developments and opportunities that can enable the growth of the L'Arche Avalon community in various ways. By doing so, it is hoped this will establish and nurture networking and partnerships. In addition, the O&E committee strives to educate external audiences about the L'Arche model and philosophy. For this effort the committee creates and updates promotional materials such as pamphlets, brochures, power point presentations, and creating texts for the L'Arche Avalon website.

## **Committee Chair**

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

## **Committee Membership**

The Committee Chair will recruit to the Committee or any Sub-Committee, additional members or non-members who are 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 Outreach and Education Committee will be for a one-year term and may be renewed annually by the Board.

## **Committee Meetings**

The Committee will meet at least quarterly and at other times as necessary to accomplish the goals of the Committee for that year.

All members of the Committee will be notified sufficiently in advance of meetings of the Committee

Committee members will practice honest and respectful communication at meetings so that when struggles or conflict arise, they are ready to handle it with transparency, care and co-operation.

## **Quorum**

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

## **Finances**

Any requests for funding over the allotted budget related to activities of the Committee will be forwarded to the Board of Directors 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 Committee activity has occurred since the last Board meeting, that will be reported to the Board.

Committee Reports will be provided to Board Members via email a minimum of 3 days in advance of a regularly scheduled Board meeting. (e.g. Monday for a Thursday Board meeting). Reports should be clear and succinct.

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

The Committee Chair will provide to the Chair of the Board a written annual report of the Committee for inclusion in L'Arche Avalon's Annual Report.

## **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 along with the committee's annual report and including any recommendations for changes to the Committee mandate or Terms of Reference.