

Langs Farm Village Association

COMMUNITY SERVICE COMMITTEE TERMS OF REFERENCE

Purpose:

As a standing committee of the Board of Directors, the committee shall recommend, plan, co-ordinate, and evaluate programs/services that are offered by LFVA residents, staff and community partners.

Membership:

Membership on the Community Service Committee shall consist of 15 members including:

- Twelve community residents (a minimum of 7 residents from the immediate boundaries, a maximum of 3 patients/participants from outside the geographical area, and a maximum of 2 Board members).
- If a Board member is Chair of the committee, then there may be 2 additional Board members (total of three)
- Up to three community partners.
- Any community partner who is not a member may be invited on an “as needed” basis or as a delegation.
- Two representatives may hold a childcare provider or peer worker position in the organization. These representatives will not be elected to the position of Chair as this would be a conflict of interest.
- Appointed for a term of three (3) years followed by an additional term of three (3) years maximum, unless you are in a position of office (Chair, Vice Chair, Secretary).
- The LFVA Director of Programs, Partnerships and Evaluation shall attend the meeting each month as an ex-officio member.
- The Board Chair and Executive Director are ex-officio members, as well.
- Other LFVA staff will attend as guests or delegations, as needed.

Accountability:

The Community Services Committee is accountable to the LFVA Board of Directors and works in partnership with staff. The members of the committee are accountable to the Board through the Board members who serve on the committee. One of these members shall complete a monthly written report and act as a liaison to the Board. Action Teams are accountable to the Community Services Committee, unless otherwise specified by the Board.

Frequency of Meetings:

The Community Services Committee shall meet monthly during the first week of the month, from September to June. Additional meetings may be scheduled as needed. The meeting time shall be determined.

Quorum and Decision Making:

A quorum for all meetings shall be 50% + 1 of the members. Decisions will be made by consensus. Should consensus not be reached, members will conduct a vote to make their decision.

Chair and Secretary:

The Chair, Vice Chair and Secretary will be elected for at least a one-year term by a majority of the members. Elections shall be held in November of each year.

Responsibilities of Individual Members:

To work together in a mutually supportive environment by:

- Arriving on time and attending meetings consistently.
- Reviewing any information prior to the meeting if required.
- Respecting the opinions and suggestions of committee members, staff, residents and community partners.
- Providing positive feedback and constructive criticism while being open and non-judgmental.
- Ensuring everyone has an opportunity to participate in brainstorming, discussion and problem solving.
- Sharing ideas and opinions.
- Ensuring information is kept confidential.

Committee Responsibilities:

1. To work in partnership with staff and LFVA Board of Directors to ensure that the strengths/capacities and needs of the participants and the community are identified and met within the resources of the organization.
2. To ensure that the voice of the community residents and participants is Considered, by providing input and making recommendations in all aspects of planning, delivery and evaluation of LFVA programs and services.
3. To review proposals for program/services from residents, staff, community partners and action teams and make recommendations to the Board of Directors.
4. To ensure that LFVA programs/services support the organization's vision, mission statement and goals.

5. To encourage linkage/coordination across LFVA program areas including: medical services, health promotion, volunteerism, early years and youth programs.
6. To monitor the quality of LFVA programs/services by receiving feedback from community residents, participants and community partners.
7. To provide input into LFVA policies, procedures and practices (e.g., registration, eligibility requirements).
8. To provide a forum for problems solving issues with actions teams, program, volunteers, staff and community partners.
9. To oversee the activities of action teams.
10. To be a member of an action team each year and assist with the recruitment of other action team members.
11. To promote LFVA programs/services and volunteer opportunities in the community through active communication, information sharing and outreach.
12. To prepare and present a report for the LFVA Annual General Meeting.