



## Community Engagement Committee Terms of Reference

### Role of the Committee

The Community Engagement Committee is responsible for identifying opportunities for Calgary Pride to authentically engage within the community that are in alignment with the organization's Vision, Mission and Values.

### Committee Structure

#### Membership

- The membership of the Community Engagement Committee shall comprise of FIVE (5) to FOURTEEN (14) community members, belonging to or in allyship with the Gender and Sexually Diverse community and Calgary Pride.
- Members are recruited and placed by Committee Leaders, supported by the Management Team (consisting of 3 Managers) or their delegate. Additional members may be sought with specific, identified content expertise.
- All Committee Members are asked to commit to a minimum of one year, but may move into a Leadership position at any time. Committee Members may sit on up to THREE (3) Committees at any time.

#### Leaders & Volunteer Coordinator

- The Community Engagement Committee will have one Committee Leader or two Committee Co-Leaders, supported by the Management Team or their delegate.
- Leaders are asked for a two year commitment, but may apply for a Board Position at the end of one year.
- Committee Leaders may only sit on, and lead ONE (1) Committee at any time.

#### Accountability

- The Committee Members will report to the Committee (co)-Leader(s), and both the Leader will be further supported by the Management Team or their delegate.

The Committee Leader will direct committee activities and initiatives to support the following, and are responsible to document this, and committee communications in Asana:

- Creating and maintaining a comprehensive list of all community producers and organizations, and having consistent communications with them on all



## CALGARY PRIDE

upcoming programs, services and events specific to the GSD community at large

- Maintaining the community calendar on the Calgary Pride website, and communicating updated events to the social media committee
- Identifying key events/functions that Calgary Pride can attend as a representative of the community
- Ensuring that all partner events are reviewed and planned for in alignment with the organization's policies & procedures. This includes resource fairs, fundraising initiatives and community events
- Facilitating communications with other committees specific to supporting community engagement activities.

### Meetings

Meeting frequency will be as follows:

- Sep - June: Monthly
- July - Aug: Bi -Weekly
- Sept: Event Review & Celebration

**September to March** meetings will be focused primarily around:

- Building and maintaining community producer list
- Managing community calendar
- Supporting community partnership opportunities
- Attending resource fairs, fundraising initiatives and community events as identified by the Committee Leader

**April to September** the committee will be actively engaged in

- Supporting Pride production initiatives including but not limited to
  - Community engagement initiatives
  - Volunteer Recruitment & Recognition
  - Partner Events

### Terms of Reference Review

Terms of Reference for the Community Engagement Committee will be reviewed as required and at least once annually at the first meeting following the AGM.

*Members are accountable to each other for maintaining a collaborative culture of mutual respect, transparency and celebration.*