



Terms of Reference

Purpose

Cecil Community Centre operates programs that demonstrate tangible outcomes commensurate with the resources invested. Programs are high quality and well regarded. The organization utilizes program evaluation results to inform its strategic goals and objectives. The organization also has formal mechanisms for assessing internal and external factors that affect achievement of its goals.

The Program Advisory Committee has been created to provide participants, neighbourhood and community stakeholders with the opportunity to have their interests represented in the development of new programs, the monitoring and assessment of existing programs and in discussions about program priorities for the Centre.

Responsibilities

The program Advisory Committee ensures that the organization is fulfilling its mission obligations and strategic plan by:

1. Ensuring that programs are up-to-date, based on best practice models and reflect the identified needs of the community
2. Reviewing new program outlines including Logic Models
3. Initiating and guiding the creation of evaluation tools for new programs
4. Developing a process for assessing community needs and resources
5. Overseeing the creation of outcome measurements for all current Centre programs
6. Reviewing all programs and creating an evaluation process to measure the impact of programs
7. Developing a reporting process to communicate social impact to stakeholders (quarterly/annual reports, newsletters, blogs, etc.)
8. Reviewing new grant applications and providing input and advice throughout program development

Composition

The Committee will be composed of participants, neighbourhood and community stakeholders, and should include a minimum of two members from the Centre's identified groups (i.e. seniors, youth, newcomers, program participants). At least one Committee member should be from the Centre's catchment area, and at least two and not more than four members of the Board of Management.

The Executive Director and Program Director will be ex-officio members of the Program Advisory Committee. Ideally, the Committee will be co-chaired by the Program Director and one community member/participant.

Committee members should have a working familiarity with community development practices, children, youth and seniors services,

Terms

- Community members are appointed annually for a one-year, renewable term
- Board representatives are appointed for a two-year renewable term (or the duration of their current Board term)

Decision-Making

The Committee shall endeavour to make decisions by consensus. In case of disagreement, committee members shall cast votes. The Committee Chairpersons shall cast a vote in the case of a tie vote among the other Committee Members.

Meetings

The Committee shall determine a meeting schedule that will facilitate achievement of the Committee's work plan, which shall include at least two meetings per year. External subject matter experts, other Committee Chairpersons or members of staff will be invited to attend meetings that may have implications for their program areas or where their advice is indicated. Committee meetings may be in person or by any other means that facilitates communication of all attending Committee Members simultaneously. Minutes that reflect all significant decisions of the Committee shall be kept at all regular meetings. Minutes shall be provided to the Executive Director and reported to the Board of Management at each meeting.

Review

The terms of reference will be reviewed annually at the first meeting of the Committee following the AGM (or sooner if necessary)