



Lanark County
Community Justice Program

COMMUNITY OUTREACH COMMITTEE

TERMS OF REFERENCE

PURPOSE

The Community Outreach Committee is tasked with increasing the awareness of LCCJP and the benefits of the restorative approach in the greater community.

The Committee will solicit and carry out speaking engagements. The target audience includes service clubs, churches, community groups, municipalities and the business community. The committee may accept requests for speaking engagements received through the LCCJP office and will also actively seek out opportunities for new audiences. The Executive Director will manage the speaking schedule on behalf of the committee.

The Community Outreach Committee will work with the Executive Director to promote the work of LCCJP during National Restorative Justice Week in November of each year through a special event, a guest speaker, or other means. This committee will also undertake other outreach activities as needed.

MEMBERSHIP

A minimum of one (1) Board member will be appointed to this committee on an annual basis. Other volunteers with an interest and/or experience in Community Outreach will also be appointed annually to a maximum total of eight (8) members and a minimum total of four (4) members. The Executive Director will be ex-officio to this committee and will provide staff support, book speaking engagements and supply PowerPoint presentations and other promotional materials as needed. The Executive Director will also conduct speaking engagements when required.

CHAIR

Once a year, at the first committee meeting following the Annual General Meeting, a Board member will be appointed to this committee who will act as the Chair of the committee. If the

Chair is unable to attend a specific committee meeting s/he will designate another committee member to take on this role for that specific meeting.

QUORUM

Quorum is deemed to be achieved at a meeting with three (3) members plus the Executive Director (or designate) in attendance.

MEETING FREQUENCY

Meetings will be held quarterly throughout the year. Additional meetings will be scheduled at the call of the Chair as needed.

REPORTING STRUCTURE

The Chair who is a Board member will report to the LCCJP Board of Directors at the Board meeting that follows each committee meeting. The Executive Director will track statistics of the numbers of people reached through community outreach and will send thank you correspondence as appropriate.

PROCESS

This committee will use an interactive process with consensus decision-making. A note-taker will be selected at each meeting and the Executive Director will circulate the notes to the committee members within ten (10) business days.

Any decisions of this committee involving the use of LCCJP resources or financial contributions will need to be ratified by the LCCJP Board of Directors before being implemented.

REVIEW OF TERMS OF REFERENCE

The Terms of Reference will be reviewed by the committee annually with any recommended changes forwarded to the LCCJP Board for approval. The LCCJP Board of Directors is the final decision-maker for the content of the Terms of Reference.