

Coaldale Chamber of Commerce
Community Committee Terms of Reference

Updated: September 18, 2019



- Name: **Community Committee**
- Authority: The Community Committee was established by the board of directors of the Coaldale and District Chamber of Commerce. These terms of reference were defined on September 30, 2019 and are to be reviewed at least every two years.
- Purpose: The Community Committee exists to communicate with local residents and other non-Chamber members
- Membership: The Chairperson of the Community committee will be an elected member of the board of directors and is appointed to the committee chair by the Chamber President. The members of the committee are selected by the committee chair and are to be general Chamber members. Volunteers from the general public may be utilised for specific tasks.
- Term: Each Committee member, including the chair, will serve for a term of one year.
- Duties:
1. Town Amenities
 2. Volunteer opportunities through the various groups and boards that exist in Coaldale (highlighting the Chamber as primary)
 3. List of activities or programs people can participate in, including kids and seniors.
 4. Get involved with Schools offering a support network for work experience programs between business and schools.
 5. Job Postings for members
 6. To prepare a budget for the committee, outlining both projected revenues and expenses, and submit this to the Board of Directors for approval as part of the Chamber budget process
 7. To follow the budget as approved
- Meetings: Meetings of the Community Committee will be held on an as needed basis, as determined by the chairperson. The chairperson is responsible for the agenda and minutes are to be recorded. These minutes (report) should be provided to the Board of directors for the next available board meeting.
- Reporting: A monthly report is to be submitted to the Board of Directors.