

Swansea Town Hall Community Liaison Committee Terms of Reference

Purpose

To recommend development and implementation of a variety of programs, activities and events that will enhance the profile of the Swansea Town Hall and increase awareness of it as an integral part of the community.

Role

1. Create ideas to implement programs, activities and events that will be event, fundraising, marketing or community engagement based. Define the purpose, including the objectives, planning and time frame of the program, activity or event.
2. Liaise with Executive Director to determine allocation of staff resources.
3. Present programs, activities and events to the board of management for approval.
4. Assess the success/failure of the programs, activities and events and report to the Board of Management.
5. Determine, recruit and manage necessary volunteer requirements for programs, activities and events.

Committee Type

Standing Committee

Chair

The Chair will be elected from the membership of the committee.

The Chair must be a Board Member.

The term of office for the Chair is a maximum of 2 years.

Membership

This committee will be comprised of at least two (2) members of the Board of Management.

Resources

The Executive Assistant (or delegate) will be the staff support to the Committee.

Meetings

The Committee shall meet at a minimum quarterly and, in addition, on an ad hoc basis as required.