

Crescent Heights Community Association (CHCA) Engagement Committee Terms of Reference

Goals:

1. Work with local groups, businesses, and citizens to develop and encourage programs and placemaking activities to improve the quality of life in Crescent Heights
2. Support social and cultural development in the community.

Deliverables:

- Ongoing programming for the community at the CHCA Hall.
- Special events
- Placemaking activities
- Social media
- Support for citizen-led initiatives
- Other engagement opportunities

Success Metrics:

- Increase membership in the CHCA
- Modify the community landscape through one or more art/placemaking projects per year
- Increased social media interaction – retweets, mentions, “Likes”, and “Shares”
- Provision of two or more special events per year

Scope / Jurisdiction:

The CHCA Engagement Committee (hereafter “the Committee”) is responsible for hiring and overseeing the Programs and Engagement Coordinator, overseeing the Engagement Committee’s budget, and submitting expenses to the CHCA Treasurer. The Committee is not responsible for hall maintenance (Facilities Committee), any hall bookings outside of sponsored programs (Facility Manager), or financial matters outside of its own assigned budget (Financial Committee). The Committee has the authority to approve events and initiatives, provided that they fall within the Committee’s budget. Any expenses over and above the Committee’s budget must be approved by the Board of Directors. The Committee will provide a monthly report for information to the Board of Directors, as well as an annual report.

Governance

Decision-making will be by majority vote. Individual committee members will have the authority to make decisions related to the projects they are managing.