



## **Community Engagement Committee**

### **Purpose**

The purpose of the Committee is to ensure the Rossland Museum & Discovery Centre's (RMDC) community engagement, volunteer, and fundraising needs are being met sustainably.

### **Role**

The Committee's role is to assist the RMDC staff with the various engagement programs and assist in planning and execution of fundraising efforts and associated earned revenue opportunities.

#### **Role of the Chair**

The Chair works with staff to organize committee meetings, develop committee agendas, and ensure minutes are taken. The Chair reports committee activities to the RHMAA Board of Trustees.

### **Membership/Composition**

The Committee should be composed of a minimum of two trustees and could include community members at the discretion of the existing committee members. Community members shall be voted onto the committee by a majority vote by Trustee committee members. Membership is one year. The Chair selection is by majority vote by committee members on an annual basis.

### **Duties and Responsibilities**

The duties and responsibilities of the Committee are to support the community engagement and partnership development, volunteer, membership, and fundraising/earned revenue programs. This could include:

- Development of community engagement strategies
- Partnership development
- Volunteer Policy development
- Fundraising Policy development
- Supporting implementation of fundraising and volunteer plans
- Providing assistance to staff in meeting goals as needed
- Other areas of Community Engagement as required.

The Committee shall assist in the development and review of the Fundraising Program to be approved by the Board of Trustees. The Committee shall also support designated staff in the development and review of the Fundraising Strategy wherever needed by RMDC.

### **Reporting**

The committee reports to the RHMAA Board of Trustees as an advisory committee.

### **Meeting Frequency**

Quarterly, or as agreed by the membership.

### **Terms of Reference Review**

Committee Terms of Reference will be reviewed annually at the first meeting.

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RHMAA President

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Committee Chair

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RMDC Museum Director