

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 can include community members at the discretion of the existing committee members. New community members shall be voted onto the committee by majority vote by current 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.

RHMAA President

Committee Chair

RMDC Museum Director

First Approved: April 29th, 2021
Version 2 Approved: February 22nd, 2022
Version 3 Approved: March 7th, 2023