

**Victoria West Community Association  
Community Projects and Events Committee  
Terms of Reference**

**Committee type:** Standing

**Chairperson:** To be appointed by the Directors

**Responsible to:** The Victoria West Community Association Board of Directors

**Committee Purposes:**

The purpose of the Projects and Events Committee (Committee) is to support the Victoria West Community Association (VWCA) in its mission and mandate to help make Victoria West a strong, resilient, and sustainable community. To further that purpose, the Committee will work to collaborate with other VWCA committees to engage community members and other partners in delivering projects and events that provide value to the community.

**Timeframes, Reporting, and Communication with the VWCA Board:**

In accordance with VWCA requirements for communication and reporting, the Committee will:

- Through the Chair, provide monthly status reports on current and pending projects and events with which the VWCA is involved;
- Introduce project or event proposals for Board approval;
- Prepare and submit a year-end report to the Board, for presentation at the Association's Annual General meeting and which outlines accomplishments for the current year;
- Provide other reports to the Board as necessary.

**Composition:**

The Committee will be comprised of one Director, as committee Chair, and two or more other members chosen from the VWCA membership at large. The President is an ex-officio member

**Meetings:**

Committee meetings are to be held monthly, or at the call of the committee Chair.

**Specific Areas of Responsibility:**

The Committee will work to further the purposes of the VWCA, with specific responsibility for:

1. Supporting community members/groups with the conception, development, and delivery of projects and events proposals for consideration by the Board;

2. Serving as the Association's delegate for proposed community projects and events for which VWCA endorsement or resources is being requested;
3. Developing and implementing an annual plan for project and events with which the VWCA is associated;
4. Presenting to the VWCA Board:
  - a) The Projects and Events Committee annual plan;
  - b) Monthly and year-end reports, relating to the status, progress, and/or completion of events and projects supported by the VWCA;
  - c) Specific project and event proposals that request VWCA support and/or resources and which provide the Board with information required to make an assessment (e.g. business case information).
5. In conjunction with the VWCA Communications and Centre committees:
  - a) Developing surveys or similar outreach/engagement instruments to determine and assess community needs regarding projects and events;
  - b) Recruiting volunteers for specific projects as well as for membership on the Projects and Events committee;
  - c) Securing VWCA internal resources and/or capacity to promote specific projects or events;
  - d) Communicating with community partners and reports on the status, progress, and success of projects and events sponsored or endorsed by the VWCA.
6. Collaborating with the Victoria West Community Centre staff to co-host projects or events that support the purposes of the VWCA.