BOARD COMMITTEE TERMS OF REFERENCE

Programs and Communications

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| **SECTION ONE: ACCOUNTABILITY** |

The *Programs and Communications* Committee is accountable to the Board of Directors of Meals on Wheels London. Its purpose is to support the program and communications of MOWL in all capacities.

The chair of the programs and communications committee, MOWL Board member, will report and provide updates to the board as needed.

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| **SECTION TWO: COMMITTEE FUNCTIONS** |

The *Programs and Communications* Committee will be responsible for the completion of the following tasks:

* Review and provide feedback on MOWL Annual Communications and Marketing Strategy
* Discuss and review MOWL program statistics that MOWL collects monthly
* Review reports that are available on MOWL communications
* Suggestion strategies for MOWL communications and programs
* Review MOWL programs to ensure they’re meeting community need.

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| **SECTION THREE: COMMITTEE CHAIR** |

The chair is chosen by the committee but must be a member of the Board of Directors. The chair will be responsible for keeping the Board of Directors updated on the activities of the committee, as well as for recommending actions for consideration by the governing body. The functions of the chair of the committee include the following:

* ensure that the tasks assigned to the committee are addressed within the specified timeframe established by the Board of Directors;
* chair the committee meetings in a fair and efficient manner including starting and adjourning meetings on time;
* provide an opportunity for all members of the committee to participate in the discussion of the meeting.

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| **SECTION FOUR: COMMITTEE COMPOSITION** |

The committee will be composed as follows:

* Committee chair
* Members from the Board
* Staff resource member
* Executive Director

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| **SECTION FIVE: COMMITTEE MEMBER CONDUCT** |

The committee members are expected to conduct business in the best interest of Meals on Wheels London. Committee members are expected to:

* be prepared for each committee meeting by reviewing information in advance;
* attend and participate in all committee meetings;
* work collaboratively with the members of the committee; and
* accept assignments willingly in an effort to complete the tasks to be addressed by the committee.

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| **SECTION SIX: GUIDELINES FOR PARTICIPATION** |

Committee members are to ensure that they are not in conflict of interest by speaking in favour of or recommending a course of action which may benefit them personally or in their business capacity and may not be in the best interest of Meals on Wheels London.

The members of the committee must respect that all information and discussions at committee meetings are confidential.

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| **SECTION SEVEN: MEETING SCHEDULE** |

The committee will meet on a regular basis to address the tasks they have identified. The committee will meet as needed when projects dictate.

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| **SECTION EIGHT: MEETING PROTOCOL AND PROCEDURES** |

Meeting information will be sent before each meeting and committees’ members are to review.