

# Community Engagement Committee Terms of Reference

<b>Approval Date</b>	May 25, 2023
<b>Date Effective</b>	May 25, 2023
<b>Monitoring and Frequency</b>	The committee terms of reference is reviewed on an annual basis.

## Authority

The **Community Engagement** Committee (the “Committee”) is established by the Board of Governors and reports to the Board through the Committee Chair. The Committee Chair shall provide leadership to the Committee members in fulfilling the mandate set out in these terms of reference.

## Purpose

Guided by NorQuest College President and CEO, the purpose of the Committee, through opening doors and acting as connectors and strong champions for NorQuest College, is to support NorQuest College Board of Governors’ ambassadorial role as set out in our Board Culture Pathways document, through the strengthening of existing and establishment of new relationships with stakeholders.

## Responsibilities

The Committee is an advisory committee to the President and CEO. As delegated by the Board of Governors, the Committee shall provide support in the following primary areas:

1. Sharing the message of NorQuest College to educate and engage new stakeholders and investor relations - who we are and what we do;
2. Lifting of, and expanding on, existing stakeholder and investor relationships; and
3. Introduction of new stakeholder and investor relationships.

The Committee will be responsible for such other matters that may be assigned to them from time to time. The Committee Chair shall work with the President & CEO and the Board Chair, liaising with the Board Coordinator, as well as the executive lead, in planning Committee meetings and agendas.

## **Ad-Hoc Committees**

The Committee may strike any Ad Hoc Committee, as required, members of which need not all be Board members.

## **Membership**

The Committee shall be composed of three to five Board members, including the Chair of the Board of Governors, with one of the members serving as Committee Chair. The President and CEO shall serve as a non-voting ex-officio member of the Committee and will not count in quorum.

## **Delegation**

In the event of absence of the Committee Chair for a particular meeting, the Board Chair or agreeable member with the appropriate level of competency will fill the role of Committee Chair. The Vice President, External Relations shall provide management support to the Committee, with the assistance of Executive Team members and management employees.

## **Reporting**

The Committee Chair or designate shall report to the Board on matters arising at committee meetings.

## **Quorum**

A majority of the members of the Committee shall constitute a quorum. If a quorum cannot be obtained for a meeting, any member of the Board may serve as a member of the Committee for that meeting.

The Committee composition and terms of reference shall be revisited every year.

These Terms of Reference may be amended as required, subject to approval by the Board.

## **Roles and Responsibilities**

- As per Bylaw 6.9.4, the Committee chair shall report to the Board on a regular basis.
- As per Board Policy No.5 – We Delegate Authority to the President: “we delegate our authority and assign responsibility to the College’s President to carry out the College’s plans and programs on our behalf.”
- The Board of Governors values a participatory relationship with the President & CEO and also respects independency where perceived or real conflict of interest may exist.

<b>Historical Review Dates</b>	May 2023; updated committee membership composition
<b>Next Review Date</b>	May 2024
<b>Policy Custodian</b>	Board Coordinator