Terms of Reference

Internal Services Committee

Woodpark Community Association

Purpose

The purpose of the Internal Services Committee is to provide administrative support to the board, oversee the financial management of the community association, and ensure the board's activities align with their bylaws. The committee also prepares and publishes documentation of board meetings (monthly and AGM) and correspondence on behalf of the community association.

Membership

The subcommittee consists of a subset of the Directors of the Woodpark Community Association as well as any volunteers from the Woodpark Community. The subcommittee will liaise with the other subcommittees of the Board of Directors as appropriate; particularly for the purpose of seeking community input/communicating on initiatives/issues being considered by the Woodpark Community Association.

Responsibilities

- Finance and accounting, keeper of the bank account
- Author and manage Grant applications
- Website development and maintenance
- Google drive management and maintenance
- Email management, does e-blasts via Mailchimp, owner of Gmail accounts
- Member communication, management and reporting
- Bylaw management & reporting
- Prepare and distribute meeting minutes
- Annual General Meeting planning & execution
- Contribute to Annual Strategic Plan

Member Skills

- Accounting / book-keeping
- Web development (familiar with Wix)
- Communication skills, effective writer (familiar with MailChimp)
- Facebook skills
- Organization skills

Possible Community Volunteer Roles

- Backup Web support
- Backup Communications support

Meeting frequency

The subcommittee will meet on an "as needed basis" likely at least once every two months.

Record of Key Decisions

A list of key decisions/action items will be prepared by the Chair of the Subcommittee at the conclusion of each meeting and forwarded to the Woodpark Community Association Board of Directors.

Document History

- Minor format updates - Oct 8 / 22 (DWL)
- changed Subcommittee to Committee - Oct 8 / 22 (DWL)