

**Terms of Reference  
Events/Outreach Subcommittee  
Woodpark Community Association**

**Purpose:**

Consistent with the Woodpark Community Association Bylaws – Article 3 - <sup>1</sup> the purposes of the **Events/Outreach Subcommittee** are to:

- 1) Plan and organize events to develop and foster community spirit;
- 2) Promote/educate the community on civic, emergency, environmental and other community endeavours;
- 3) Consult with and/or communicate with the community on initiatives or issues being considered by the Association if requested by the Board and/or other subcommittees.

**Membership**

The subcommittee consists of a subset of the Board of Directors of the Woodpark Community Association as well as any volunteers from the Woodpark Community.

Individual members or groups of members may take on specific projects and will keep the subcommittee informed of progress or developments related to those projects either through verbal updates at meetings, email, or other mechanisms.

The subcommittee will liaise with the other subcommittees of the Board of Directors as appropriate; particularly for the purpose of seek community input/communicating on initiatives/issues being considered by the subcommittees or Board of Directors.

**Meeting frequency**

The subcommittee will meet on an “as needed basis”, approximately once every two months. Some of the business of the subcommittee may be actioned by email without the need for discussion at a meeting.

**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.

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<sup>1</sup> The Woodpark Community Association Bylaws – Article 3 - Purposes (Oct 2015) are as follows a) To develop and foster Community spirit; b) To protect and enhance the quality of life throughout the Community in terms of built and non-built environments; c) To promote organized education, civic, emergency, environmental, and other community endeavours; d) To keep residents of the Community informed of all actions or proposed actions which could affect the Community; e) To co-operate for mutual benefit with other organizations having similar objectives; f) To pursue such other complementary purposes not inconsistent with the above.

Approved by Board April 13, 2022 (SMH)