

## Terms of Reference

<b>Committee Name</b>	Communication, Recruitment, Appreciation
<b>Type of Committee</b>	<ul style="list-style-type: none"> <li>• Standing</li> </ul>
<b>Authority</b>	<ul style="list-style-type: none"> <li>• Active committee, operating within Budget.</li> <li>• Reports to Health Futures Board</li> <li>• Budget approved annually by Health Futures Board</li> </ul>
<b>Purpose</b>	<ul style="list-style-type: none"> <li>• Instant and wide-ranging communication connections between Health Futures activities and the greater community</li> <li>• Keep volunteers in touch with activities and opportunities for involvement</li> <li>• Maintain an active group of volunteers</li> <li>• Show volunteers that they are appreciated</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Create and maintain various communication opportunities for internal, and community interactions</li> <li>• Recruit and retain an active group of community-based volunteers</li> <li>• Develop ways to show appreciation to volunteers</li> </ul>
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Committee may have any number of members.</li> <li>• Committee members appointed by committee chair</li> <li>• Committee appointments annual, renewable.</li> <li>• Chairperson shall be a Health Futures Board member</li> </ul>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Meeting as needed – call of the chair</li> </ul>
<b>Timelines</b>	<ul style="list-style-type: none"> <li>• As set by committee, and approved by Health Futures Board</li> </ul>
<b>Staff Support</b>	<ul style="list-style-type: none"> <li>• Coordinating with Wetaskiwin Health Foundation staff</li> <li>• May budget for consulting services</li> </ul>
<b>Other Resources</b>	<ul style="list-style-type: none"> <li>• May require private consulting services</li> <li>• Budget approved annually by Health Futures Board</li> </ul>
<b>Planning and Reflection</b>	<ul style="list-style-type: none"> <li>• Monthly reporting to Health Futures Board</li> <li>• Committee sets objectives for the year during a January meeting, as budget is developed.</li> <li>• Committee will evaluate its effectiveness annually through special meeting with Futures Advisory</li> </ul>
<b>Approval and Review Date</b>	<ul style="list-style-type: none"> <li>• Terms of Reference reviewed annually</li> </ul>

### Objectives

What are the priorities for this committee over the next year?

- 1.
- 2.
- 3.
- 4.
- 5.
