

## **TERMS OF REFERENCE**

### **Purpose**

- a) Provide assistance and advice to management as required in developing PCC programs
- b) Oversee the implementation and effectiveness of programs approved by the Board.

### **Composition and Term of Office**

- a) The Committee consists of up to 6 directors, plus the PCC Board Chair as an ex officio member of the Committee. The PCC Board Chair proposes the directors to populate the committee for ratification by the PCC Board.
- b) The PCC Board Chair appoints the Committee Chair from amongst the committee members.
- c) The Committee meets as required by the Committee Chair and upon request of the PCC Board Chair, management or PCC Board.
- d) Resource staff for the Committee includes the Chief Executive Officer, the Director of Outreach and Engagement, and other staff as required.

### **Duties and Responsibilities**

- a) Act as a resource to management in formulating, promoting and delivering programs for Outreach, Communications, St. Ann's Academy, and other activities approved from time to time that are consistent with Board policy and the PCC Service Plan.
- b) Provide a forum for an initial review of program proposals being brought forward by staff.
- c) Recommend to the Board performance measurements for determining the success and effectiveness of PCC programs.
- d) Monitor and assess the effectiveness of PCC programs and communications strategies.

### **Accountability**

- a) The Committee will report its deliberations to the Board through its Minutes and the Committee Chair.
  - b) The Committee will review these Terms of Reference at its final meeting in each Fiscal Year and recommend changes to the Board.
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