



Committee(s) Terms of Reference (TOR)

A committee is a small group of people assigned to focus on a particular task or area, such as fundraising and events for Rocky Point Bird Observatory Society (RPBO). A Committee(s) is considered a subsidiary part of the RPBO Board of Directors. A committee(s) will provide and/or make recommendations regarding their particular focus to the Board of Directors RPBO and/or Executive for decision.

Purpose of Committees¹

RPBO Committees have **four** main functions and purposes:

- 1. Preparatory work leading up to board decisions such as preparation and recommendations on programs and operations and developing options and recommendations for the consideration of the board.*
- 2. Carry out tasks on behalf of the board in the following areas Fund Raising, Operations, Data management, Science Advisory, Publicity/Public Relations, Education and Training, Conservation and Stewardship, Bird and Net Adoption and Sponsorship.*
- 3. Work with RPBO Board of Directors and Executive to implement certain operations and activities.*
- 4. Provide training and recruitment for future Board Directors and Executive positions.*

Committee Membership

Members of a Committee will be from RPBO members, volunteers and/or community members with experience and/or interest in the sub-committee and its purpose.

Committee Chair

A Chair for a committee will be decided upon by the members of the committee.

Frequency of Meetings

The Committee(s) shall meet and/or correspond when required and/or mutually agreed upon. A quorum at each meeting shall be 3 members or 20% of the committee.

Record of Meetings

The Committee(s) shall ensure that an agreed written record of each of their meetings is kept and made available to RPBO Executive and Board of Directors.

Responsibilities of the Committee(s)

- To provide recommendations, advice and updates of decisions and activities (proposed & implemented) of the Committee to the Board of Directors and RPBO Executive.
- To carry out decisions and activities of the Committee.
- Ensure committee undertakings (decisions and activities) are realistic and do-able.
- To communicate effectively the vision and purpose of the RPBO.
- To advocate for and represent RPBO at external meetings and events.
- To be aware of current issues that might affect the RPBO.

¹ Based upon the United Way of Canada/Centraide Canada Purposes of Sub-committees