

## **AP 561.1 – Appendix LCSD Outreach Committee Terms of Reference**

### **1. Composition & Eligibility**

- 1.1. The committee, of current Lloydminster Catholic School Division Employees, shall consist of a minimum of four and no more than seven staff who demonstrate interest, and alignment to their job description, to support the basic needs of students in Lloydminster Catholic School Division. Committee members shall understand AP 561 – LCSD Outreach Fund Guidelines. Members will have basic awareness of needs in our school community.

### **2. Members on Committee Shall Include**

- 2.1. To ensure the committee is well represented the division, priority for membership is from the following job descriptions:
  - 2.1.1. Community Education Coordinator-Chairperson
  - 2.1.2. Family Liaison(s)
  - 2.1.3. Counseling Lead
  - 2.1.4. HRHS Senior Administrator
  - 2.1.5. SRO

### **3. Role of the Committee**

- 3.1. To assist the Chairperson, Community Education Coordinator, in managing and allocating LCSD Outreach Fund.
- 3.2. To advocate and promote accessibility to community supports that address basic needs and to support LCSD families through financial aid within Lloydminster Catholic School Division.
- 3.3. To determine if fundraising is required to keep LCSD Outreach Fund viable.

### **4. Responsibilities of the Committee**

- 4.1. Review funding allocations and purchasing as presented by the Chairperson at least 3 times per year. Provide review and approve funding requests at the request of the Chairperson. Ensuring the allocated LCSD Outreach Fund follows the AP 561 – LCSD Outreach Fund Guidelines and address student needs.
- 4.2. Review the AP 561 – LCSD Outreach Fund Guidelines and funding submission process and make recommendations to the Director of Education, if changes are needed to ensure student needs are met in a timely manner.

### **5. Procedures of the Committee**

- 5.1. The LCSD Outreach Fund Committee will meet three times per year (minimum.) Every meeting will include a prayer, review of allocated funds (as presented by the Chairperson) and next meeting date. The committee may meet without quorum. The meeting may be in person or virtual as set by the agenda. Committee motions require quorum; quorum is defined as more than 50% of the members are in attendance and the Chairperson, the Community Education

Coordinator. Committee meetings where voting is required must meet quorum or the meeting will be rescheduled. Voting decisions are made by a majority in agreement at the meeting where the motion is made. The Chairperson may reserve their vote to be used only when the vote impacts the outcome. Meeting minutes are not required. Decisions that are made must be noted for action (F561.1 – Outreach Requests/Reporting) by the Chairperson. Committee decisions are confidential and will be considered unanimous regardless of the decision. The only formal position is the chairperson (treasurer and secretary are not required) and Chairperson is determined by AP 561 – LCSD Outreach Fund Guidelines and the assigned division role, Community Education Coordinator.