**LCCJ PROGRAM COMMITTEE**

**DRAFT Terms of reference FOR BOARD APPROVAL**

**JUNE 1, 2020**

**PURPOSE**

The role of the Committee is to provide support to staff for existing programs and assist in the development of new programs. Support may include but not be limited to:

* Provide support in the evaluation of programs for social and economic impacts.
* Research to identify new funding opportunities
* Increase program funding through existing or new funders.
* Assist with research to identify community needs within the LCCJ mission or strategic plan not currently being served.
* Liaison with the LCCJ Board for new and / or expanded program ventures.

**MEMBERSHIP**

At least 4 Members: At least one board member, the executive director, community members, and ideally one volunteer facilitator

**CHAIR**

To be determined by the committee

**QUORUM**

3

**MEETING FREQUENCY**

As needed in consultation with the Executive Director. At least one meeting annually.

**REPORTING STRUCTURE**

Report to the Board of Directors

**REVIEW OF TERMS OF REFERENCE**

The program committee is being set up on a trial basis. The committee will assess the efficacy of the program committee after the first year, and every 3 years thereafter.