



SFCSC 30th Anniversary Planning Committee

Terms of Reference

Purpose

The purpose of establishing this committee is to generate and carry out a series of celebratory and noteworthy events or activities in the year (12 months) leading up to the 30th Anniversary of SFCSC on July 4, 2020.

Goals

Celebrations: The committee will establish a roster of events or activities, to include one major celebration on or about July 4, 2020, and at least three other events or activities. The committee will determine the nature of the events or activities in consultation with the Executive Director and the Chair of the Board of Directors. These may include:

- Historical displays
- Social or food related events
- Carnival type events
- Essay contests
- Series of articles printed in the newspaper
- Art displays
- Speaker series
- And so on.

Community Integration: As well as looking at stand alone events, the committee will consider how to integrate its celebrations into existing community events – for example, a float in the Santa Claus Parade, or an enhanced presence at a community event – or how an SFCSC event could be a venue for supporting other community organizations.

Community Legacy: The committee will consider how it will leave a lasting legacy to the benefit of SFCSC and/or the community it serves. This could be a structural legacy (plaque), financial (endowment) or other legacy (tree planting), for example.

Background

SFCSC was incorporated as a not-for-profit organization and registered Canadian charity on July 4, 1990, and has provided services to seniors and vulnerable people in the South Frontenac and rural Kingston continuously since that time. SFCSC is a valuable community asset, that has positively impacted the lives of thousands of people over the years.

SFCSC Membership

The Committee will be made up of 8 to 10 people, including one SFCSC staff member who will act as Secretary to the Committee (responsible for scheduling meetings, preparing agendas, taking minutes, etc.). The committee will also include at least one member of the current Board of Directors who will liaise between the Board and the Committee

Community Membership

Community members will be invited to submit an *Expression of Interest* to participate as members of the committee, by providing a brief explanation of their interests, past experience with SFCSC, and relevant skills. The Executive Director and the Chair, Board of Directors, will select and invite successful applicants.

No Remuneration

Committee members will not receive any financial remuneration, and may only receive reimbursement for small expenses if approved in advance by SFCSC senior staff.

Conflict of Interest

Committee members must declare a conflict of interest at the outset of any meeting, and must not take part in any discussion or decision that would affect their interest.

Meetings

The committee will meet about once per month, beginning in September 2019, with more frequent meetings as required, and/or smaller sub-committees (task-oriented working groups) meeting as needed to plan and carry out events or activities. Meetings will typically be held at SFCSC, which is an accessible meeting location.

Budget

The 30th Anniversary Planning Committee will have a budget of \$5,000 to carry out its events or activities. Sponsorships and donations may be sought to enhance events or activities, after they have received advance approval by the Fund Development Manager.

Staff support

SFCSC staff will assist with public relations, approving any public messaging, website support, purchasing, and related administrative and logistical support to the degree that the work is not onerous and does not negatively impact the staff members' current workload.

Term

The committee will be struck in August 2019, and will carry on to about October 2020, to enable the opportunity for the committee to debrief after the anniversary date of July 4, 2020.