

Community Engagement Committee

Purpose

The Community Engagement Committee helps promote and encourage member engagement within Paloma Housing Co-op and in the neighbourhood.

The committee encourages Member participation through a feeling of contribution to the community rather than the threat of punitive measures. This approach creates an environment where Members can participate to the extent that they feel comfortable.

The committee also aims to prevent and address member isolation and promote cohesion among the Paloma community.

Background

In 2016, the Participation and Communication committees were merged into the Community Engagement Committee.

In 2021, the Community Engagement Committee transferred some communication-related responsibilities to the newly formed Technology Committee.

Source of Authority

1. Community Engagement Committee members are volunteers from Paloma Housing Co-op.
2. The Community Engagement Committee is accountable to the Board and the general membership.
3. The Community Engagement Committee elects the chairperson annually.
4. Committee members are appointed by the Board.
5. The Community Engagement Committee reports to the Board and the general membership.
6. Community Engagement Committee members may be removed by the Board.
7. The Committee will consist of a minimum of 6 members and a maximum of 8.
8. The term of office shall be one year with no limit on the number of terms.

Roles and Responsibilities

Chairperson

1. Sets meeting dates and times.
2. Ensures agendas and minutes have been prepared and delivered.
3. Ensures meetings are focused, timely, and efficient.
4. Assigns a knowledgeable replacement when away.
5. Liaises with other committees as needed, or assigns a liaison as needed.

Secretary

1. Prepares meeting agendas.
2. Records meeting minutes.
3. Shares meeting minutes with committee members.
4. Sends reminders about upcoming meetings.

Committee Member

1. Participates in committee meetings by:
 - a. Attending all meetings of the committee, or as many as possible. The committee reserves the right to remove a member who fails to attend three consecutive committee meetings.
 - b. Asking clarifying questions.
 - c. Raising concerns.
 - d. Proposing ideas.
 - e. Being aware of how much space they are taking up in discussions.
 - f. Disrupting the beginning of any toxic, inequitable, or conflict-oriented talk with cooperative discussion.
 - g. Insisting on the clarity of proposals, especially when votes are taken.
2. Prepares and work on committee business between meetings by:
 - a. Reading minutes and reports in advance of meetings.

- b. Completing assigned tasks (within any specified deadlines).
- c. Being willing to serve on subcommittees.
- d. Suggesting items that should be included on the next meeting's agenda.
- e. Raising concerns with those who can take corrective action.
- f. Offering to help get pre-meeting assignments completed.

Duties and Responsibilities

New Member Welcome

One month after new Members move into the Co-op, the Community Engagement Committee will approach the new Members to see how they are settling in and to gently encourage them to sign up for a responsibility from the Committee and Task Matrix.

Committee and Task Matrix

The Community Engagement Committee maintains a list of Co-op participation responsibilities, recording what each Member is contributing in terms of committee membership and tasks. The tasks include regular maintenance and upkeep responsibilities that need to be carried out. The Committee and Task Matrix is updated annually.

Contact List

With the help of the Membership Committee, the Community Engagement Committee maintains a contact list (including phone numbers and email addresses) of all Members. Updates are made each time there is a move-out and move-in within the Co-op.

Social Events

The Community Engagement Committee plans and coordinates social events around the year for both adults and children in the Co-op. These include seasonal mainstays (winter holiday potluck, spring social, and summer BBQ), as well as smaller, informal gatherings.

Outreach

The Community Engagement Committee will consider simple and creative ways to reach out to Members who haven't been in touch or need some kind of support, while respecting that some people may just want to be left to themselves.

Barbecues and Fire Pits

The Community Engagement Committee will ensure the maintenance of the barbecue and fire pits. The committee will respond to requests from Members to reserve the barbecue and/or fire pits for personal use.

Bulletin Boards

The Community Engagement Committee will maintain the Co-op bulletin boards.

Resources

- Common Room Policy
- Childcare Policy
- Children's Play Area Policy
- Office Policy
- Public Space Usage Policy
- Committee and Task List