



A1.16 EXPANSION COMMITTEE TERMS OF REFERENCE

PURPOSE

The purpose of the Expansion Committee is to develop and recommend strategies for expansion to the Board and to support the CEO's execution of those strategies.

DUTIES AND RESPONSIBILITIES

The Expansion Committee is responsible to support the Board and CEO with all aspects of program expansion in communities beyond Vancouver, including:

- Developing and maintaining all expansion-related documentation (i.e., trademark agreements, legal expansion agreements, expansion resource kit, training documents, etc.);
- making recommendations to the Board on the “readiness” of candidate communities based on the Community Readiness Report and recommend any expansion plans to the Board;
- making recommendations to the CEO on candidates for appointment to Community Engagement Committees; reviewing Community Engagement Committee terms of reference and recommending changes to the Board;
- supporting the CEO in providing oversight to Community Engagement Committees including;
- responsible for developing and proposing the expansion budget and identifying fundraising targets for expansion communities (liaising with the TAH Fundraising Committees as necessary);
- transitioning ongoing support of the expansion program to the respective TAH Board Committees once launched, moving on to support the next expansion community;
- conducting an annual review of the TAH governance structure and making recommendations to the Board accordingly;



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COMPOSITION

The Committee is composed of the CEO, Program Director, Directors and other volunteers. The Committee is chaired by a Director.

MEETINGS

The Committee meets in-person monthly; more frequently as needed.