



take a hike
YOUTH AT RISK FOUNDATION®

E5 COMMUNITY ENGAGEMENT COMMITTEE TERMS OF REFERENCE

ABOUT TAKE A HIKE YOUTH AT RISK FOUNDATION

The Take a Hike Youth at Risk Foundation (TAH) was established in 2000 to support the Take a Hike Program. TAH is an alternative education program that engages at-risk youth through a unique combination of adventure-based learning, academics, therapy, and community involvement. The program is offered to who have few remaining options and enables them to positively change their lives. Currently, TAH runs programs in multiple communities and is in growth mode, with plans to expand to numerous communities over the coming years.

In partnership with the applicable regional school boards, TAH provides resources and funding for program operations, therapists and all of the adventure-based learning activities. TAH has raised over \$3 million to date in support of at-risk youth. Additional information is provided in the TAH Resource Kit.

PURPOSE, ACCOUNTABILITY AND REPORTING

The purpose of the Community Engagement Committee (“Community Engagement Committee”) is to raise the funds, awareness and community support required to ensure the continued viability and success of the Take a Hike Program.

The Community Engagement Committee (“Community Engagement Committee”) is ultimately accountable to the Board of TAH and reports to the CEO of TAH, who reports to the Board.

DUTIES AND RESPONSIBILITIES

Subject to the responsibilities and discretion of the Board of TAH, the primary duties and responsibilities of the Community Engagement Committee are set out below.

1. Fundraising

The Community Engagement Committee provides a crucial connection to the community and its role in ensuring the continued viability of the Program cannot be overstated.

The primary role of the Community Engagement Committee is to raise the annual projected costs of \$100K through regional sources to meet the financial objectives required for the



implementation of the TAH program in the region. Fundraising plans and all major asks will be vetted through the CEO of TAH to eliminate duplication and maximize collaboration.

2. Stakeholder Relationships

The Community Engagement Committee fosters excellent relationships with all regional stakeholders including donors, the School District and program staff, local government, media, program volunteers, etc.

3. Communications

The Community Engagement Committee is responsible for stewarding the TAH brand and ensuring consistent communications are delivered to both internal and external stakeholders. Guidelines will be provided by TAH.

4. Metrics and Reporting

The Community Engagement Committee will be required to provide monthly reports to TAH on its ongoing fundraising activities. Templates for reporting will be provided by TAH.

5. Community Engagement Committee Succession Planning

The Community Engagement Committee supports the continued success of TAH's activities in the region by identifying potential candidates to serve on the Community Engagement Committee.

SIZE

The Community Engagement Committee consists of at least five to seven members, including a Chair.

MEMBERS

1. Appointment

Members of the Community Engagement Committee, including the Chair, are appointed by the Board of TAH on the recommendation of the Community Engagement Committee. Members serve two-year terms and may be reappointed. A member can be asked to withdraw if they are not meeting the requirements of their role.

2. Desired Attributes and Skills

Community Engagement Committee members should possess the following:



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- passion for the purpose and vision of TAH;
- strong connections to the corporate and broader community;
- integrity and accountability;
- demonstrated high ethical standards in their personal and professional dealings; and
- the ability to act as a team player.

COMMUNITY ENGAGEMENT COMMITTEE CHAIR RESPONSIBILITIES

The Community Engagement Committee Chair has the following responsibilities:

- with the TAH CEO, coordinate the Community Engagement Committee meeting calendar, agendas and information packages;
- provide leadership to the Community Engagement Committee;
- chair Community Engagement Committee meetings and ensure there is an orderly, robust dialogue;
- ensure minutes are taken, reviewed and approved, in order that there be a clear record of decisions and expectations;
- liaise with the TAH CEO on a monthly basis; and
- act as the community representative at events organized to promote collaboration and sharing across all TAH community engagement committees.

MEETINGS

1. Schedule

The Community Engagement Committee typically meets twelve times a year. Additional meetings are held at the discretion of the Community Engagement Committee Chair.

2. Location

Meetings are held in person at a location determined by the Community Engagement Committee Chair.

3. Agenda



The Community Engagement Committee Chair, in consultation with the TAH CEO, develops the agenda for each meeting. Under normal circumstances, the minutes from the previous meeting, and the agenda and supporting materials, are distributed to members at least one week prior to the meeting.

4. Quorum

A majority of the Community Engagement Committee's members constitutes a quorum.

5. Procedure

Where possible, Community Engagement Committee decisions are based on consensus. Members listen to all viewpoints to ensure issues have been fully discussed. If consensus cannot be reached in a reasonable period of time, issues are decided by a majority of the members present at a meeting. Each member has one vote on issues that require a vote. The Chair does not have a second or casting vote.

6. Record

Minutes include attendance, agenda and key discussion points that reflect decisions made. Minutes are approved by Community Engagement Committee members at the following meeting and once finalized, provided to the TAH CEO.

GUIDELINES FOR INDIVIDUAL COMMUNITY ENGAGEMENT COMMITTEE MEMBERS

1. No Fiduciary Duty

Members of the Community Engagement Committee have no statutory or legal duty to TAH. However, in order that the Community Engagement Committee may function in a business-like manner and be productive and enjoyable for all participants, it is expected that Community Engagement Committee members will exercise care and diligence in carrying out their duties as set out below.

2. Standards of Care and Diligence

Each Community Engagement Committee member is expected to:

- act as an ambassador and champion for TAH in the community;
- attend meetings, and become familiar with deliberations and decisions as soon as possible after any missed meetings;



- participate actively in meetings;
- devote sufficient time to Community Engagement Committee matters; and
- adhere to the requirements of confidentiality.

3. Personal Financial Contributions

Each Community Engagement Committee member is expected to demonstrate a willingness to make a meaningful financial contribution to TAH each year in proportion to his or her means.

4. Program Connection

Each Community Engagement Committee member is encouraged to maintain a strong personal connection to the program in a manner that resonates with each member, such as volunteering with students in the classroom or on outdoor excursions.

CONFIDENTIALITY

By virtue of sitting on the Community Engagement Committee, members may receive or have access to confidential documents and information and the private opinions of other members (collectively, “Confidential Information”).

All such Confidential Information is intended to be kept confidential and wholly within the confines of Community Engagement Committee meetings and among Community Engagement Committee members only. Confidential Information is to be used exclusively for the purposes of performing duties as a Community Engagement Committee member and for no other purpose.

In order to protect and keep such information confidential, Community Engagement Committee members are required to agree not to discuss, copy, distribute or convey any Confidential Information to any other person not entitled to receive such Confidential Information, including a Community Engagement Committee member’s spouse, family member, friend, acquaintance, or business associate.

CODE OF CONDUCT

Community Engagement Committee members are required to comply with the TAH Community Engagement Committee Terms of Reference, and are required to annually complete a Form of Declaration acknowledging that they have read and understood the Code, and agree to comply with its terms.



STAFF SUPPORT

The TAH CEO (or his or her designate) provides staff support to the Community Engagement Committee.

ORIENTATION AND TRAINING

Upon joining the Community Engagement Committee, TAH provides each member with a thorough orientation as to TAH's vision, purpose, overarching operations, financial position, strategic plan, opportunities and challenges.

The goals of the orientation are to:

- a) ensure each new member understands the role of the Community Engagement Committee and the expectations of individual members;
- b) build an understanding of TAH, including:
 - i. strategic goals and initiatives;
 - ii. a summary of principal resources, liabilities and structure; and
 - iii. main relationships, including those with stakeholders and donors.

COMPENSATION AND EXPENSES

Community Engagement Committee members serve as volunteers and do not receive remuneration for their services. However, Community Engagement Committee members are reimbursed for reasonable expenses incurred in attending meetings in accordance with TAH reimbursement policies.

TERMS OF REFERENCE REVIEW

The TAH Board reviews these Terms of Reference at least every two years, with input from the Community Engagement Committee and Expansion Committee, and makes changes as required.