



## **Outreach and Community Engagement Committee Charter**

The Outreach and Community Engagement Committee works to ensure that the organization maintains positive working relationships within and around the Windom neighborhood. The Committee is tasked with leading in the implementation of the Windom Equitable Engagement Plan. It communicates with residents and stakeholders about organization's board meetings, committee meetings, elections, and programs/projects.

### **Mission and Scope of Responsibilities:**

#### **Mission**

*To conduct a variety of educational and awareness outreach and community engagement activities that build a strong, diverse, and united, neighborhood and to make the organization's presence known through linguistically & culturally appropriate communications to residents in Windom and surrounding neighborhoods.*

The Outreach and Engagement Committee's scope of responsibilities include:

- Encourage dialogue, program development and definitive action steps that promote the Windom Community Council's (WCC) intent to embody the entire community in the implementation of its Black Indigenous People of Color (BIPOC) Equitable Engagement Plan.
- Lead in generating community engagement activities and responding to events or circumstances that arise in the neighborhood, especially key BIPOC issues, which call for an organizational response.
- Organize events, educational experiences, and overall program activities to ensure that WCC expands its neighborhood reach and impact to the greatest extent possible.
- Organize for no cost, low cost or grant-supported activities that focus attention and resources on a strong and diverse community engagement with WCC.
- Review existing local programs (local government, nonprofit), events and activities and offer suggestions for deepening the outreach and community engagement impact of these efforts.
- Seek neighborhood input that can help inform program development and delivery and influence the quality life within the Windom neighborhood.
- Act as a sounding board for outreach-engagement focused messages and activities.

### **Structure and Roles and Responsibilities:**

The Outreach and Engagement Committee is led by the Chairperson who is elected by members of the Windom Community Council (WCC) Board of Directors at the Annual Officer Elections Meeting for a term of one year. The duties of the Chairperson are to: a.) Conduct all meetings of the committee; b.) Prepare the agenda for all committee meetings; c.) As necessary, form subcommittees and appoint members of such subcommittees. d.) Lead the development of an Annual Committee Work Plan to be approved by the Board each fall.

The Outreach and Engagement Committee shall be comprised of the Chairperson, at least one other WCC Board member, and at least three additional community members. Committee members should have a strong background in one of the following: BIPOC community outreach, civic/public engagement, marketing, PR/communications and be representative of diversity in the broader neighborhood. At least one WCC staff member will attend meetings and provide support to carry out the work and goals of the committee.



## **Outreach and Community Engagement Committee Charter**

Qualified Committee members will:

- Track and report progress toward Equitable Engagement Plan goals to the Board.
- Review all previous year activities and make recommendations for improvements.
- Review short- and long-term committee goals.
- Develop an annual calendar for the Outreach and Engagement activities, including critical dates, milestones and required board actions.
- Engage in advocacy and networking.
- Participate in annual special events and other educational or awareness activities.
- Grow our engaged number of residents to include underrepresented neighborhood members who live, work, and visit in Windom.
- Interact with internal and external stakeholders to learn more about the concerns of the neighborhood.

The Committee may meet at least four times per year, (and more often if determined necessary), based upon the scope of work. Meetings are called by the Chairperson of the Committee. Upon the request of the Board, the Committee shall submit the minutes of all meetings of the Outreach and Engagement Committee to the board.

The Chairperson may select a Vice Chairperson and a Secretary, which collectively constitute the leadership of the Committee. Leadership positions can be held by existing WCC Board members or other members of the Windom community. The primary duties of the Vice Chairperson are to: a) Serve in the absence of the Chairperson and perform all duties as described above. The primary duties of the Secretary are to: a) Record the minutes of all committee meetings, as necessary; and b) Submit approved minutes to the WCC.

### **Committee's Mode of Operation:**

- Hold Committee meetings at a minimum on a quarterly basis.
- Hold ad-hoc or out-of-cycle meetings as required, including for subcommittee activities.
- Provide regular public updates on activities during the monthly WCC meeting and periodically through social media channels, as appropriate.
- A dedicated email address, managed by the Committee Chairperson, should serve as the primary mechanism for regular Windom neighborhood engagement with the activities of the Committee.
- The Committee will create minutes or reports of its meetings for Board review including dates, roll call information, and decisions made (if any are authorized).