

# **Muskoka Pride Committee**

## **TERMS OF REFERENCE**

### **Vision**

To provide visibility of and positive inclusion for the LGBTQA community of Muskoka through planning and hosting pride events throughout the community.

### **Mission**

To increase awareness of the LGBTQA community of Muskoka and create opportunities for inclusivity within the local region that overcome heterosexism and homo/bi/transphobia providing a safe community for LGBTQA people.

### **Objectives**

To organize annual pride events in the Muskoka area

To promote education within the community about LGBTQA culture and community

To foster a positive and safe space for all

To create opportunities to overcome heterosexism and homo/bi/transphobia within Muskoka

### **Composition**

The membership of the Muskoka Pride Committee will include those individuals who are committed to the LGBTQA community of Muskoka area. Members will be residents or professional workers of the Muskoka area. There are a total of 10 positions on committee. New members shall be welcomed as they identify interest. Preference will be given to individuals who identify as LGBTQA.

### **Role of Members**

The Muskoka Pride Committee members shall work together to promote a community culture of safety and well being, addressing occupational, community and lifestyle issues for the LGBTQA community of Muskoka wholistically. Members of the committee agree to:

- Attend meetings as scheduled, participate in discussion, planning and sharing workload of the committee
- Provide regrets to the committee chair if unable to attend

### **Role of the Chairs**

The Chair shall finalize committee meeting agenda, facilitate committee meetings and ensure completion of tasks assigned. They shall serve for a term of two years and are eligible for nomination after each term.

### **Role of the Secretary**

Minutes shall reflect discussions, decisions and actions. The minutes shall be distributed to the membership by email within one week following the meeting, with the agenda for the next meeting sent by email one week prior to the meeting.

### **Decision Making**

A quorum, 51% of the committee's membership, is required for decision-making to be undertaken.

Updated: January 29, 2013

**Removal of Committee Members**

The membership may remove a committee member at any time. Such removal must be the result of inactivity on the committee or as a result of actions that do not reflect the vision, mission and objective of Muskoka Pride while acting as a committee member.

Removal as a result from inactivity can be presented through an open motion at any committee meeting after the committee member subject to removal has not attended or submitted regret to three consecutive meetings.

Removal as a result from actions that do not reflect the vision, mission and objective of Muskoka Pride while acting as a committee member can be present through a motion performed through a secret ballot vote of the committee membership.

**Meeting Frequency**

The committee will meet a minimum of 4 times a year. Should the need arise in cases of upcoming events and promotional opportunities it will be at the discretion of the Chair and committee members regarding any additional meetings in order to have adequate planning time.

**Duration of Committee**

Ongoing

**Reporting**

An annual report of the actions, decisions and work of the Muskoka Pride Committee will be available to community members 1 month following the last pride event of the year.

**Linkage**

The committee will also maintain communication with local LGBTQA sensitive and inclusive offices, organizations and businesses.

**Signatures**

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**Chair**

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**Print Name**

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**Treasurer**

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**Secretary**

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