
Ad-Hoc Committee on Partnerships and Engagement Terms of Reference

Committee Mandate

The **Ad-hoc** Committee on Partnerships and Engagement provides leadership in creating partnerships and linkages with the broader evaluation and non-evaluation communities in the National Capital Region (NCR).

Areas of focus

- Partnerships
- Networking

Responsibilities

- Manage existing partnership agreements to advance mutual goals.
- Identify and build new partnerships with relevant organizations that would benefit NCC members
- Ensure the ongoing coordination of activities, events and communications with partners
- Identify opportunities for joint activities with partners that align with the Chapter's goals.
- Ensure alignment of partnerships with CES-NCC's priorities.
- Monitor and assess the effectiveness of partnerships and engagement activities, providing recommendations for improvement.
- Develop and regularly review metrics that measure the success of partnerships.

Expectations of the Committee

- **Workplan:** Develop an annual work plan that provides a list of activities conducted in the previous months and years and outlines a list of future activities and initiatives that are planned.
- **Operations:** Prepare proposals, documents or Motions for the Board's consideration with at least 5 calendar days before a Board meeting.
- **Cohesion:** Coordinates with *Board Secretary* for event dates or timelines to manage potential conflicts with CES National or partnership events.
- **Consistency:** Draft communication materials pertaining to the work of the Committee to be used in publication and social media channels, in consultation with the *Communications and Marketing Champion*.
- **Official Languages:** Ensure any content provided to members is translated, in consultation with the *Official Languages Champion*.
- **Institutional Memory:** Drafts an annual report that summarizes the Committees work and accomplishments, which will be used in the Chapter's annual report and feed into Chapter's input to National's annual report.

- **Information Management:** Files all documents in the Board’s Google Drive. Working documents must be filed in the Google Drive and all final documents shall be labeled accordingly, in consultation with the *Information Management Champion*.
- **Human and Financial Resources:** The Committee identifies the human and financial resources required for its work plan and takes action if additional resources are needed for initiatives to be completed.

Composition and Roles

- The Committee is led by a chair.
- The Committee sets out the composition of its members as required to serve its work plan and deliverables.
- The Committee may include volunteers that can be either Board members or non-board members.
- The Committee may include Advisors who will provide expertise on a case-by-case basis.

Meetings

- Meetings occur at the discretion of the Chair.
- Meetings will be held as needed and will not adhere to a regular monthly or quarterly schedule.
- Estimated Time Commitment for a Committee Member: **1 hour / month**

Authorities

- The Committee will make decisions about projects, deliverables as well as human and financial resources as set out in its annual workplan and Board budget as approved by the CES-NCC Board.
- The Committee may create working groups, advisory committees or other types of sub-committees that support the Committee’s work plan, as needed.

Accountability

- Each Committee Member is expected to attend meetings when a meeting is called and is accountable for their assigned deliverables.
- Committee members must declare any conflicts of interest or situations that may raise a perceived conflict of interest as a result of Committee activities. In case where this may occur, the member shall reach out to the Board President to discuss how to proceed

Review and Amendments

This Terms of Reference will be **annually** and revisions are approved by the Board. This Terms of Reference will be reviewed after the first year following the Committee’s creation.

Date	Summary of Updates
September 11 2024	ToR approved by BoD
June – August 2025	Review period