

**Rotary Club of Red Deer
World Community Service (WCS) Committee
Terms of Reference**

DRAFTED: February 8th, 2010
REVIEWED: February 17th, 2010
APPROVED: February 17th, 2010

Purpose:

The purpose of the WCS Committee is to provide leadership in promoting and executing Rotary Club of Red Deer activities that advance international understanding, peace and goodwill while embracing Rotary's international vision.

Objectives/Mandate:

The WCS Committee will:

- Match Rotary project funds with clubs who are in need of project funding, materials as well as technical and professional assistance in promoting health, housing and humanity
- Support and advise various fundraising activities that will benefit international projects
- Lead the process of applying for matching grants subject to the board's approval
- Assist and encourage the Rotary Club of Red Deer to engage in public relations to promote the club's international work within the community and the club
- Award grants and distribute funds according to set criteria

Composition:

The WCS Committee will be comprised of members of the Rotary Club of Red Deer including members specifically identified in the roles of Chair, Board Representative and Secretary.

Accountability:

The Chair is responsible for the operation of the committee.

The Board Representative reports on the committee's activities to the Board.

Operating Procedures:

- WCS Committee members are appointed by the Club President and approved and ratified by the Board
- The WCS committee makes decisions by consensus. Where there is no consensus a simple majority vote is required
- A vote is needed for all financial transactions
- The WCS committee meets on a monthly basis subject to the availability of committee members and agenda items
- Quorum constitutes 50% of the committee's membership
- WCS committee meetings are open to guests
- The Chair and the Secretary are responsible for creating and distributing the meeting agenda and minutes