

CHHA-NCR Committees

Activity	Details	Person responsible
Finance Committee	Answer Financial Inquiries	Crawford Strang
	Oversee organizational spending	
	Complete financial reports for the Board, CRA, Funders	
	Prepare end of year reports	
	Prepare CRA finance statements	
	Official signing authority	
	Ensure reports available to the auditor	
	Review budget submissions from cttees.	
	Prepare yearly budget	
Advertising/Communication Committee	Oversees development and maintenance of Website	Leah Simeone
	Oversees development of CHHA NCR graphics including logo, banners, roll-tops, etc.	
	Oversees development of and updating of CHHA NCR business cards	
	Oversees development and updating of CHHA NCR pamphlet	
	Oversees development of NCR News	
	Establishes cttees and seeks volunteers to complete tasks as required.	
	Provides a budget to Treasurer for review prior to seeking Board approval on spending.	

Education/Outreach Committee	Responsible for providing information booths at health and other fairs	Nicole Synowski
	Responsible for organizing educational seminars, workshops etc. at NCR Socials, AGM and other venues	
	Responsible for organizing NCR Membership meetings at least 6 x per year	
	Informs Advertising Cttee of communication needs (pamphlets, banners, etc)	
	Informs Communication Cttee of future events to be advertised in the NCR News.	
	Establishes cttees and seeks volunteers to complete tasks as required.	
	Provides a budget to Treasurer for review prior to seeking Board approval on spending.	
Advocacy Committee	Attends Ottawa area events of other organizations as representative of CHHA-NCR	Frank McNally
	Promotes CHHA-NCR membership, services, programs, fundraising at every opportunity	
	Meets with key individuals in community and asks them to help mediate, facilitate and promote CHHA NCR goals.	
	Calls attention to services or lack of services in a particular demographic community	
	Liaises with other	

	Charitable organizations in our community.	
	Liaises with demographic media.	
	Establishes cttees and seeks volunteers to complete tasks as required.	
	Provides a budget to Treasurer for review prior to seeking Board approval on spending.	
Other	Develops and follows up on short term goals of CHHA NCR that do not fall under the responsibilities of the other committees as assigned by the BOD.	Michel David
	Establishes cttees and seeks volunteers to complete tasks as required.	
	Provides a budget to Treasurer for review prior to seeking Board approval on spending.	
Fundraising Committee	Prepares a fundraising campaign(s) to 1) Meet the budget requirements as set out in the Annual Budget with cost estimates for of CHHA NCR 2) Meet future requirements of CHHA NCR such as staffing, facilities, special projects etc.	Open
	Informs Communication Cttee of future events to be advertised in the NCR News.	

	Establishes cttees and seeks volunteers to complete tasks as required.	
	Provides a budget to Treasurer for review prior to seeking Board approval on spending and plans.	