

**Rotary Club of Vancouver  
Community Projects Committee**

**Composition**

The Community Projects Committee shall be composed of not less than four members of the Club. The Director or Assistant Director will Chair the Committee. One or more persons who are not members of the Club but who may be of assistance to the Committee in selecting or administering a development project may sit on the Committee as *ex officio* members with the approval of the Chair or co-Chairs. Such members shall not have a vote in any decisions of the Committee.

The Committee shall meet at the call of the Chair or a co-Chair, but not less than once a month. A quorum for the meeting shall be a majority of the voting committee members. Members may participate in meetings by conference call or other form of electronic communication when it is not practical for all members to meet in person or a quorum cannot otherwise be obtained.

**Role**

The Committee is responsible for recommending to the Board one or more projects commencing in the current Rotary year that will be of benefit to the community in the area supported by the Club. The Committee is also responsible for:

- a. overseeing any service project in which the Club is participating in order to ensure the project is proceeding in the manner originally intended;
- b. requesting assistance from members of the Club when needed to carry out the project effectively;
- c. requesting funds from the Board, as required, for disbursement in relation to approved activities of the project;
- d. recommending to the Board ways in which additional funds might be obtained to support a project; and
- e. informing the Board in writing, not less than once a month, of the activities of the Committee, progress of any project, the expenditure of any funds provided by the Club, and financial or other requirements needed to proceed with a project in a timely fashion.