

**LICA**  
Lakeland Industry and Community Association

**Education & Outreach Committee  
(EOC) Terms of Reference**

The Education & Outreach Committee (EOC) is a standing Committee of LICA that will report its activities and requests to the Board for approval.

**1. Purpose:**

- 1.1. To plan, coordinate, and facilitate educational opportunities, outreach activities, and special events through the execution of the Strategic and Annual Work Plans.
- 1.2. To ensure the dissemination of comprehensive information in and for the LICA region to support the organization's Vision, Mission, and Values.

**2. Key Duties and Responsibilities:**

- 2.1. Provide opportunities for community education and participation.
- 2.2. Develop public information resources and educational materials.
- 2.3. Coordinate presentations, workshops, contests, educational programs, and events.
- 2.4. Act as a resource to the Outreach Coordinators (Education & Outreach Coordinator and Community Outreach Coordinator), Executive Director, Board, and Committees.
- 2.5. Promote and participate in voluntary LICA events and activities during the year.

**3. Membership:**

- 3.1. The EOC Chair will be a Committee Member appointed by the Committee at their first meeting after the annual general meeting and must be present at all Committee meetings, unless otherwise delegated.
- 3.2. The Chair of the Board may attend as ex-officio.
- 3.3. Community members may be appointed by the Board and will be eligible for remuneration and expenses according to LICA policy.
- 3.4. The Board may request additional members from among Industry, Government, and Non-Government organizations to be appointed from their respective sectors and may be eligible for remuneration and expenses according to LICA policy.

**4. Meetings:**

- 4.1. Committee meetings will comply with Policy 1.6 Board and Committee Meetings.

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- 4.2. Committee members will attend meetings in-person when possible.
- 4.3. Committee members attending virtually must:
- Participate with their cameras on for the duration of the meeting to demonstrate presence and attention to the discussion.
  - Provide notification 10-15 minutes in advance prior to leaving the meeting to ensure quorum is maintained.

**5. Expenses and Budget:**

5.1. The EOC will have access to the resources of the LICA office, the Outreach Coordinators, and the Executive Director.

5.2. The EOC will operate its finances as per LICA's Bylaws and Policies.

**6. Reporting Process:**

6.1. The Outreach Coordinators will be the liaison between the EOC and the Board, presenting meeting minutes, and answering any questions.

6.2. The LICA Board will be provided with copies of Committee meeting minutes.

**7. Evaluation:**

7.1. The EOC shall review its Terms of Reference and evaluate its objectives annually.

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