

**COMMUNITY NEEDS ASSESSMENT COMMITTEE**  
**TERMS OF REFERENCE**

The Community Needs Assessment (CNA) Committee is appointed by and reports to the Board of Directors of the Kerrisdale Community Centre Society (the "Society" or KCCS). It operates in accordance with the mission, goals, policies, and strategies of the Society. The CNA Committee is expected to cease functioning when its responsibilities have been fulfilled.

Each committee of the Board will provide monthly progress reports to the Board through submission of its meeting minutes.

**SCOPE OF ACCOUNTABILITIES:**

To identify new and continuing community needs with respect to programs, services, activities, and policies so as to further the goals of the Society and best serve the Kerrisdale community.

**SPECIFIC RESPONSIBILITIES:**

The CNA Committee will do the following:

1. review the most recent needs assessment conducted for the Society (*Kerrisdale Community Centre Program Needs Assessment, 2005*);
2. conduct an updated needs assessment for the Society;
3. liaise with other committees of the Society, in particular, the Program, Communications, and Community Engagement Committees, to ensure that ongoing needs assessment can be a part of their efforts;
4. review thoroughly existing Society programs in terms of the degree to which they match current needs (in consultation with the Program Committee), and in terms of their costs and revenues (in conjunction with the Finance Committee); and
5. provide a preliminary report to the KCCS Board of Directors on its findings at the September 2016 meeting.

Committee recommendations that are accepted by the Board will become part of the Society's strategic and operational plans.

**Membership**

The committee will be chaired by a member of the Board of Directors, selected by the committee as a whole. The committee will be made up of no less than four members, three of whom must be Kerrisdale Community Centre Society directors, and any interested members of the Society. One or more Centre staff liaison persons will liaise and work with the Committee.

**Meeting Time**

Meetings will be held at the call of the chair, with exact time and dates to be decided in consultation with committee members, depending on community centre space availability.