

Draft Terms of Reference: Community Champions

Purpose

The Community Champions program aims to empower local residents to act as advocates, connectors, and influencers within their communities. Champions will help share information, encourage participation in community initiatives, and provide feedback to ensure services meet local needs.

Objectives

- Promote community engagement and participation in local projects.
- Act as a trusted link between residents and service providers.
- Share accurate and timely information within the community.
- Gather feedback and insights to inform decision-making.
- Support initiatives that improve health, wellbeing, and social inclusion.

Role and Responsibilities

- Communicate key messages and updates from the organization to their networks.
- Encourage involvement in community activities, events, and consultations.
- Provide feedback on community needs, concerns, and priorities.
- Signpost residents to relevant services and resources.
- Promote inclusivity and ensure diverse voices are heard.
- Attend regular meetings or training sessions as agreed.

Commitment

Minimum term: [e.g., 12 months].

Estimated time: [e.g., 2–4 hours per month].

Attend induction and ongoing training sessions.

Participate in quarterly review meetings.

Support Provided

- Training and resources to carry out the role effectively.
- Access to a dedicated coordinator for guidance.
- Opportunities for personal development and networking.

Code of Conduct

- Act respectfully and professionally.
- Maintain confidentiality where required.
- Represent the community and organization positively.
- Avoid conflicts of interest.

Reporting and Accountability

Champions report to the Community Development Officer.

Regular updates will be shared through [e.g., monthly newsletters or meetings].

Review

This ToR will be reviewed annually to ensure it remains relevant and effective.