



## **College Outreach Committee (COC)**

### **Terms of Reference (ToR)**

#### **1. Name**

College Outreach Committee (COC) -for each College at FBSU.

#### **2. Mission/Purpose**

- To plan, facilitate, and oversee outreach activities and initiatives of the College so that FBSU contributes positively to its community, strengthens partnerships, and enhances societal impact.
- To engage students, faculty, and staff in meaningful outreach that aligns with FBSU's mission, strategic goals, and the Kingdom's national priorities (e.g. community development, civic engagement).

#### **3. Scope/Responsibilities**

The committee's scope includes:

- Identifying outreach opportunities with local, regional and national community partners (NGOs, government, industry, schools, etc.).
- Organizing and supervising outreach programs: community service, awareness campaigns, workshops, seminars, voluntary work.
- Mobilizing College resources (faculty expertise, student participation, facilities) for outreach initiatives.
- Collaborating with FBSU's Consultative Center for Studies and Community Service.
- Establishing and maintaining partnership agreements / MoUs with external organizations.
- Ensuring that outreach activities contribute to student development (skills, awareness, responsibility) and College reputation.



- Ensuring outreach activities are safe, ethical, inclusive, and adhere to university rules/policies.
- Monitoring and evaluating outreach activities: participation, impact, feedback from stakeholders.
- Reporting outreach outcomes and proposing improvements.

#### 4. Membership

Role	Member / Representation
Chair	Dean of the College (or senior faculty member assigned by the Dean)
Vice-Chair (optional)	Senior faculty with experience in community engagement or outreach
Faculty Members	Representative(s) from different departments within the College
Student Representatives	A few students engaged in outreach / volunteer activities
External Partner Representative(s) (optional)	Where feasible, people from NGOs, local community, or partner institutions

#### 5. Reporting/ Accountability

- Reports to the College Dean.
- Coordinates with FBSU's Consultative Center for Studies & Community Service and relevant Deanships (e.g. Student Affairs, Community Service, Public Relations).
- Prepares periodic reports (at least annually; possibly per semester) detailing outreach activities, outcomes, challenges, budget/resource use, and suggestions for improvement.

#### 6. Duties & Key Functions

Some typical duties include:

##### 1. Strategic Planning for Outreach



- Develop a College outreach plan annually, aligned with college and university strategic goals.
  - Define outreach goals, key performance indicators (KPIs), targets (e.g. number of community beneficiaries, student participation).
- 2. Partnership Development**
- Identify and establish partnership agreements / MoUs with community or external organizations.
  - Maintain relationships with previous partners, ensuring continuity and mutual benefit.
- 3. Design & Execution of Outreach Activities**
- Organize community service events, public lectures, seminars, workshops, awareness campaigns, field projects.
  - Involve students and faculty in planning and leadership roles.
- 4. Resource Allocation**
- Recommend / manage budgets, allocate facilities and materials for outreach.
  - Ensure logistical arrangements (transportation, safety, permissions, equipment) are handled.
- 5. Monitoring & Evaluation**
- After each outreach event, collect feedback from participants, community partners, and student/faculty participants.
  - Measure impact vs. objectives. Keep records of participation, beneficiaries, hours of service, outcomes.
- 6. Promotion, Visibility & Communication**
- Promote outreach activities within the College and to the broader community (via social media, local media, University website).
  - Document successes, stories, photos, reports.
- 7. Inclusivity & Ethics**
- Ensure outreach programs are accessible to diverse student groups.
  - Ensure safety, ethical considerations, compliance with rules, privacy, etc.
- 8. Continuous Improvement**



- Review past outreach initiatives and evaluate what worked, what didn't.
- Adjust future planning accordingly.

## **7.MeetingFrequency&Procedures**

- Meet at least once each semester; more frequently when planning large outreach campaigns or reviewing many proposals.
- Prepare and distribute the agenda in advance, including status of ongoing outreach efforts, proposals for new ones, resource needs.

## **8.Decision-MakingAuthority**

- The committee may make decisions about planning and approving outreach events within the College (within given budget constraints).
- Larger commitments (budget, partnerships, resource allocation beyond normal capacity) should be referred to Dean / College Council / University governance as per FBSU policy.

## **9.Documentation&RecordKeeping**

- Maintain a log of all outreach activities: proposals, approvals, implementation, feedback, impact data.
- Archive partner agreements / MoUs.
- Keep records of budgets, reports, photos, communications, etc.

## **10.EvaluationofCommitteePerformance**

- Annually evaluate performance of the committee: achievement against outreach plan / KPIs, stakeholder feedback, quality and impact of outreach, efficiency of resource use.
- Seek feedback from students, faculty, community partners.
- Based on evaluation, adjust membership, structure, frequency or processes as needed.

## **11.Authority&Limitations**



- Authority to recommend, plan, implement outreach activities and events within the College.
- Does **not** have the power to commit large university budgets or enter into binding external contracts without higher-level approval.
- Must operate within the policy, legal, ethical, and safety framework of FBSU and national regulations.