

KAUST Community Advisory Committee (KCAC)

1) What is the KCAC?

The KAUST Community Advisory Committee partners with Community Life, community members and University departments to give community members a voice in decisions that affect daily life at KAUST. The KCAC is comprised of people who care about the community and want to make it an even better place to live, work and study.

2) Roles & Responsibilities

2.1 The members of the KCAC (see Addendum 1) will have a key responsibility to listen, learn, communicate and take action as follows:

- **Listen** to community members' suggestions and ideas for developing the community – citizenship, volunteering, service improvements... and understand the 'pulse' of the community.
- **Learn** about what KAUST departments/teams and community groups/members are focusing on and support the development of community-centric facilities, services, programs, groups and events.
- **Communicate** and make connections, ensure robust, two-way communication exists, and help manage expectations between community members and KAUST departments around community planning, service improvements, program and event development.
- **Take Action**, engage and bring people together to create positive impact on the lives of residents.

2.2 Where determined by the KAUST Community Life leadership, the KCAC will be consulted in the planning stages of community-focused services, facilities and events/programs.

2.3 When the KCAC has been formally consulted, KAUST representatives will inform them of the outcome and reasons for a decision, and work collaboratively with KCAC to communicate information to the wider community.

3) Committee Membership, Appointments and Governance

3.1 The KCAC will comprise of 15 or more core members (excluding the Chair), representing a broad demographic from across the community: staff, faculty, students and research park tenants; married, single and those with children;

male and female; and a broad range of nationalities. Within the membership, the representatives will live across the residential neighborhoods.

3.2 Members will serve on the committee for a period of 2 years, at which time new members will be sought through an application process. If members resign from the KCAC during their term, new members will be invited to apply for the vacant position. Applications will be reviewed by a sub-committee of the KCAC and decisions made in conjunction with the KCAC Chair.

3.3 The KCAC will be chaired by the Director, Community Services and in their absence, the Manager, Community Engagement.

4) Reporting

4.1 The KCAC will publish meeting notes and updates on the Community Life Intranet site, the Lens and other communication channels as appropriate. Additionally, it will provide an annual summary of activity to the wider community. The VP, Community Life will represent the KCAC interests to the University as required.

Addendum 1

KCAC Committee Member – Role Profile

Title:

KCAC Committee Member

Role & Responsibilities:

To represent the views of community members/groups on issues of community life, health and well-being, engagement and participation.

Committee Members will:

- Attend at least 10 monthly KCAC meetings (approx. 12 per year)
- Advise, influence and advocate on a broad range of matters, on behalf of community residents/groups
- Build open and honest relationships with community members/groups based on mutual trust and managed expectations
- Help raise the visibility of KCAC by engaging in outreach work (community clinics, attendance at events, social media/web presence, etc.)
- Ensure the credibility of KCAC by having a proactive, positive attitude towards community development and action
- Volunteer on at least one sub-committee during the year, as needed
- Identify potential 'community champions' from across the community, who will support the KCAC's work, mission, communication and action endeavors
- Be willing to share their contact details with the community to support engagement, involvement and two-way communication

Skills and Attributes:

Committee Members are community ambassadors and thus should demonstrate the following skills and attributes:

Skills:

- Effective communication and interpersonal skills
- Leadership skills

Attributes:

- Community-minded
- Consensus-seeking
- Proactive and positive
- Patient and selfless
- Determined and diplomatic
- Open and non-judgmental