

# Terms of Reference for the Place Committee

Approved December 2<sup>nd</sup>, 2013

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## **Purpose:**

On behalf of the Board, the Place Committee will assist, consult and advise the Executive Director on issues such as:

- The organisation and management of FGCA activities in the Place (e.g. all candidates meetings, topical seminars and workshops);
- Space allocation;
- Equipment purchase;
- Building maintenance and repair;
- Joint use agreements with the School District, and any other community partnerships;
- The reviewing of operational policies and procedures;
- The reviewing of programs, on a regular basis, and;
- Any other issues relating to the programs and the physical plans used by the FGCA.

The Place Committee will report to the Board on all the above activities.

## **Administration of the Place Committee:**

The Committee will act with the approval and direction of the Board.

## **Committee Structure:**

The Committee will include at least one Director. The Chair will be a Director. The Community Recreation Coordinator will serve as primary support staff to the Committee. The Executive Director typically attends all Place Committee meetings.