

Terms of Reference for the Place Committee

Type of Committee:

The Place Committee is a standing committee of the FGCA.

Purpose:

The Board is responsible for the long-term view on the best utilization of the assets of the FGCA. In order to fulfill its vision, the Place Committee will oversee the implementation of plans, the ongoing and future use and safeguarding of the land, infrastructure and facilities of the FGCA.

Responsibilities:

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

- Equipment purchases of capital nature when the proposed expenditure is both outside of the current budget, and in amounts of over \$1000
- Building maintenance and repair.
- The reviewing of proposed changes to operational policies and procedures.
- The reviewing of programs as they relate to the use of Place facilities.
- The organization, space allocation and management of FGCA activities in the Place (such as topical seminars, workshops, and elections related all-candidates meetings, etc.) as needed by the Executive Director or directed by the Board.
- Any other issues relating to the programs and physical plant used by the FGCA.

The Chair of the Place Committee will report and take recommendations, as applicable, on all the above activities to the Board at each Board meeting.

Scope:

The scope of the committee is as defined under its Purpose.

Authority:

The Committee's activities and actions follow and are consistent with the *FGCA Policy on Committee Terms of Reference* (Policy Number 2016-01), unless otherwise detailed in these Terms of Reference.

The Committee does not have the authority to make independent financial decisions.

Committee Structure and Membership:

The Committee membership will be made up of Board Directors, its Chair elected by the Board. However, the Committee may, at its discretion, invite members of the community to join as a member, or in a consultant capacity.

Communications and Reporting

The Committee will provide in a timely manner, reasonably detailed minutes of all Committee meetings and activities to the Board.

Committee Support:

An Executive Director typically attends all Place Committee meetings.

The Committee may require some support of the Executive Director to facilitate its work, including:

- scheduling of meeting space
- providing organizational knowledge to assist in making informed recommendations
- assisting in the development and dissemination of committee material

Meeting Schedule:

The Committee will meet a minimum of four times in the calendar year.

The Chair will attempt to arrange meeting times to accommodate members who will be expected to attend 75% of scheduled meetings.