

Terms of Reference for the Place and Programs Advisory Committee

Purpose:

The Place and Programs Advisory Committee is a standing committee of the Board. The Board is responsible for the long-term view on the best utilization of the assets of the FGCA in order to fulfill its mandates. The Place and Programs Advisory Committee will oversee the implementation of plans, the ongoing and future use and safeguarding of the land, infrastructure, resources, and facilities of the FGCA.

Responsibilities:

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

- Purchases of capital nature when the proposed expenditure is both outside of the current budget, and in amounts requiring Board approval as per FGCA policy.
- Building maintenance, repair, expansion, or renovation of buildings.
- Consultation on program or facility-related policies
- The review of programs, including the review of facilities used to run programs in.
- Assessment of the community's needs for programs, services, and facilities
- Overseeing the assessment or evaluation of the effectiveness of individual programs and program delivery as a whole
- Any other issues relating to the programs and buildings used by the FGCA.

The Chair of the Place and Programs Advisory 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*, unless otherwise detailed in these Terms of Reference.

The Committee does not have the authority to make independent financial decisions. The committee will bring financial decisions and major programming changes to the Board.

Committee Structure:

- 1. Membership:** Committee members are appointed by the Board. Recommendations may be put forward by the Committee. The size of the Committee shall be determined by the Committee.

The Committee may, at its discretion, invite members of the community and FGCA staff to join in a consultant capacity.

The Executive Director(s) of the FGCA will be an ex-officio member and will not count toward the maximum number of members.

Committee membership may be terminated by the Board in accordance with Section 4 of FGCA Policy 6.3.1 "Committee Terms of Reference".

2. Committee Officers:

The Committee will have a Chair, Vice Chair, and Secretary. The Chair and Vice Chair shall be members of the Board unless otherwise approved by the Board. The Secretary is elected by the Committee, and may also be the Chair or Vice-Chair, depending on the nature and size of the committee.

Each Committee Officer is to carry out the duties outlined in Section 5 FGCA Policy 6.3.1 "Committee Terms of Reference" and in any related FGCA Job Descriptions.

Meetings:

The Committee will meet a minimum of four times in the calendar year. Quorum shall be a simple majority of the committee. The Chair will attempt to arrange meeting times to accommodate members who will be expected to attend 75% of scheduled meetings.

Communications and Reporting:

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

Support Needs:

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