

# Churchill Fields Building Steering Committee

## TERMS OF REFERENCE

### ARTICLE 1. NAME

**Churchill Fields Building Steering Committee or CFBC**

### ARTICLE 2. PURPOSE

#### Mission

Identify best practice for management and operations of Churchill Lawn Bowling Club House. By establishing specific criteria the Churchill Fields Building Steering Committee will maximize community based programming that meets the social and recreational needs of community through improved operations of Churchill Lawn Bowling Clubhouse.

#### Values

- Community Based Recreation
- Inclusive
- Sustainable
- Affordability
- Accessibility

### ARTICLE 3. MEMBERSHIP *(What constitutes a member?)*

- A member of the board can be anyone who is a permanent resident of the Ainslie Woods or Westdale Communities age 18 or over. The boundaries include west of highway 403, from the Escarpment to Cootes Paradise and westerly to the Dundas Town Limits. Any interested party outside of these boundaries is welcome to sit on the committee as a “friend” to the group. Said person will not have any voting capabilities.
- A desire to improve recreation in their community
- Board members will be expected to act in a professional and respectful manner during all business and discussions regarding this facility and amongst its board members as well as the public. It is also required that no board member vote on any item that may result in any conflict of interest, if a member does see a conflict or interest it is asked that this member abstain from voting. The executive at the time of the allegation shall determine if action needs to be taken and what action to take. The secretary shall notify the member in writing of said action
- Any member missing 2 meetings in a row without just cause as determined by the executive may be asked to step down. A letter will be drafted up by the secretary on behalf of the committee

## **ARTICLE 4. REMUNERATION**

Participation on board is volunteer. No member will receive any honorarium or be paid for participation.

## **ARTICLE 5. RESPONSIBILITIES OF EXECUTIVE MEMBERS**

### **CO – Chairs**

- 2 people
- Lead meetings
- Regularly attend board meetings
- Be familiar and ensure accuracy for the minutes of all meetings they attend
- Be a champion for community based recreation inside Churchill Lawn Bowling Club House.
- Be involved at meetings, ask questions, discuss challenges, participate in decision making, react to ideas, exercise initiative, and influence and initiate change.

### **Secretary**

- Prepare agenda 1 week prior to meetings
- Take minutes during meeting
- Prepare meeting minutes to be distributed 2 weeks following meetings

## **ARTICLE 6. SUB-COMMITTEES**

Sub-committees will be formed as necessary. A sub-committee must be voted on by board before formulating. These sub-committees will report their work back to the board as a whole. Membership rules do not apply to sub-committees.

## **ARTICLE 7. TIME COMMITMENT**

Members are committing to minimum 3 hours of volunteering per month. Board meetings can be included in these 3 hours. 3 hour commitment can be averaged out over 12 month term. Executive positions will be for a term of 1 year from October – October. All members are asked to send regrets if they are unable to attend a meeting.

## **ARTICLE 8. COMMUNICATIONS**

Primary form of communication for members will be e-mail. Please ensure that executive members have an updated e-mail address. Please also advise executive if you are not receiving e-mail communication

## ARTICLE 9. MEETINGS

- 2 hour meeting monthly
- Meeting scheduled for 1<sup>st</sup> Tuesday of every month
- Voting will consist of a maximum 20 elected voting members and 3 ex-officiate votes. Co-Chairs will consist of 1 vote. Chair of current meeting will serve as tie-breaker vote
- Minimum of 7 elected voting members must be present for decision to be passed
- Preferred decision making is by consensus but in the case of non-consensus a 65% vote of yes must be reached for motion to be passed
- 3 ex-officio votes will be granted to the following groups due to geographical proximity to lawn bowling clubhouse:
  - George R. Allan School
  - Royal Botanical Gardens
  - Temple Anshe Sholom
- No proxy votes shall be allowed.
- Minutes of the meeting will be recorded by the secretary. Secretary will circulate minutes 2 weeks following meeting.
- Secretary will meet with chars and ensure that agenda is available 1 week prior to meeting.
- Meetings are open to public however public attendees will not have a vote.
- Any community member wishing to make an announcement or bring forth business to the board, will be added under new business

## ARTICLE 10. NOMINATIONS AND ELECTIONS

- Self-nomination
- Annual General Meeting (*from this point on referred to as AGM*) will held in October
- Nominations will be accepted only if accompanied by Nomination form.
- Chair will call for any more nominations from the floor prior to voting
- Elections will take place at AGM
- Outgoing executive will assume roles for AGM in October
- Incoming executive will being roles 24 hours after AGM. They will assume roles for November meeting

## ARTICLE 11. TERMS OF OFFICE

- 12 month term.
- Annual General meeting to be held annually in October.

## ARTICLE 12. FINANCES AND EXPENSES

- At this time the board does not expect any financial commitments. This will be re-evaluated in 6 months.