

Kitsilano Community Centre

Program Committee - Terms of Reference

Updated: July 2, 2015

Committee Purpose

The Program Committee works on behalf of the Kitsilano Community Association.

The purpose of the Committee is to provide a leadership role in determining and responding to community needs and interests of the Kitsilano Community. These needs include, but are not limited to: physical activity, recreational, cultural, social and educational programs and services.

Objectives

To offer a variety of quality and affordable programs that reflect the Kitsilano community needs and to optimize member and community engagement through provision of best use of the Kitsilano Community Centre facilities.

The objectives of the Committee are to:

- Assess the recreational, cultural, social and education program and service needs of the Kitsilano Community.
- Strategically develop programs and services based on priorities resulting from assessment of the Kitsilano Community's needs.
- Advertise and promote the programs and services offered at the Kitsilano Community Centre, in coordination with the marketing committee.
- Evaluate programs, as part of the ongoing needs assessment.
- Recommend policies, processes and allocation of resources to the Kitsilano Community Association Board.

Meetings

- The Committee shall meet the second Tuesday of the month except during the months of July and August. Meetings are open to other community members as non-voting observers by invitation of the Chair. All guests will be vetted through the programmer and Program Committee Chair.
- The Committee shall determine its own procedures for the conduct of the meetings.
- The Committee Chair may convene a meeting at the request of the Board Chair or any Committee member for any extraordinary business. Minutes of all regular meetings will be documented and available to Board members for review.
- The Chair provides a committee report at Board Meetings.

Membership, Appointment & Quorum

- The Committee will be comprised of not less than three Board members from the Community Centre Association. Program Committee may include non-voting members of the public appointed by the Board.
- Membership should include wide spread representation and reach into the community.
- The Committee may invite interested community members to a meeting for needs assessment, program proposals or partnerships and program evaluation purposes. Community members must first present their intentions and/or proposal(s) to the programmer and Chair for approval before the item is placed on the agenda for a Committee Meeting.
- Park Board programmers will attend meetings and provide support to the objectives of the Committee.
- In the event of a tie vote, the Committee Chair will cast the deciding vote.
- Motions duly made and seconded shall be decided by a simple majority of those present.
- Members who have a conflict of interest on a matter under discussion should declare that interest and excuse themselves from the discussion unless the Committee agrees to their participation.

Chair and Vice Chair

- Only voting Board Members shall be elected as Chairperson or Vice-Chairperson.¹
- Another voting member of the Committee will chair meetings when the Chairperson is not able to attend.
- If neither the Chairperson nor the Vice Chair are available to attend a meeting, the Committee will nominate a voting member from the Committee. If there are no voting members available, the meeting will be rescheduled.

Responsibilities

- Priorities² will be set annually in October for the following year and be reviewed intermittently, as needed.
- Review, approve, and follow the Committee Calendar of Meeting Activities in form of Appendix A (attached), and as amended from time to time.
- Submit monthly reports to the Board.

¹

² Priorities refer to committee goals and objectives that are given rank and attention before alternative goals and priorities as set out in assessment of community needs.

- Liaise with Park Board staff regarding programs as outlined in the Joint Operating Agreement.
- Review and evaluate program policies and changes, including such matters as staffing levels, commencement and termination of programs.
- Ensure the Centre is adequately programmed, including reviewing the intended overall schedule each season.³
- Consider proposals or requests for special events and festivals according to our Policies and Procedures.
- Review program brochures and any special event advertising or other promotional material, before printing and distribution to the community.
- Be proactive in considering current or emerging trends of relevance to the user groups and membership.
- Act as a conduit for feedback from the public including our patrons and affiliated user groups.
- Evaluate program fee structures and the remuneration of instructors, and make recommendations outside of board policy.
- Liaise with the Building Committee on program equipment needs or purchases that affect other Centre activities

Budgeted Spending Authority

- The Program Committee will be able to approve non-budgeted program expenses and equipment in aggregate not exceeding \$10,000 for the year. All requests beyond the \$10,000 are required to be passed by the board.
- Marketing budgets will be \$11,000 for brochure production, \$2,500 for the website and \$5,000 for general. Any additional requests will be done in coordination with the Marketing Committee and be brought for Board approval.

Appendix A - Calendar of Meeting Activities

Updates in the following areas will be conversed and evaluated frequently: Preschool Programs, Children's Programs, Youth Programs, Adult Programs, Senior Programs, Marketing initiatives, Special Promotions, the Website, Program/Instructor Evaluations, Special Projects and review of the Budget.

Month	Items	Scope	Responsibility	Completed
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³ Courses may cancel due to lack of enrollment but the goal before each registration is not to have programmable space sitting empty.

January	Assess needs for fall	Using info from Committee, program evaluation and Community Engagement Coord. Advertise for instructors in the spring summer guide	All	
February	Evaluate Fall Season in Review including Program financial Analysis Check reg and financials from the winter reg	Evaluate: Registration Numbers Attendance, Withdrawals, Financials, Additional feedback Under min reports and net revenue reports	Programmers run reports and all evaluate	
March	Spring/Summer Rec. Guide final draft	Distribute and Review Guide	Children's & Adult Programmer	
April	Produce AGM report at beginning of Month			
May	Evaluate Winter Season in Review including Program retistration and financial analysis	Evaluate: Registration Numbers Attendance, Withdrawals, Financials,	Programmers run reports and all evaluate	

		Additional feedback		
June	Review Winter including Program Budget Analysis Needs Assessment for the Fall	Evaluate: Registration Numbers Attendance, Withdrawals, Financials, Additional feedback	Programmers run reports and all evaluate	
July	Do needs assessment for Winter Distribute & Review Fall Rec Guide final draft	Using info from committee, program evaluation and Community Engagement Coord. Put in brochure instructor needs	AllChildren's & Adult Programmer	
August				

September	Spring/Summer Seasons in Review including Program Cost Analysis	Evaluate: Registration Numbers Attendance, Withdrawals, Financials, Additional feedback	Programmers to run reports	
October	Overview registration and financials for the Spring Summer session Do needs assessment for spring and summer	Cancelled course list Classes under minimum report Net Revenue report by GL to drill down if there is an issue Using info from committee, program evaluation and Community Engagement Coord. Put in brochure instructor needs	Programmers run reports and all evaluate	
November	Winter Rec. Guide final draft	Distribute & review guide	Children's & Adult Programmer	

	Based on current financials and projections create input for the Community Centre Budget for programs	Review past financials and project any new program developments to provide program estimates	All with programmers submitting to SRS	
December				