

**Victoria West Community Association
Community Centre Committee
Terms of Reference**

Type: Standing

Chairperson: Appointed annually by the Directors at their first meeting following the AGM

Responsible to: VWCA Board of Directors

Purpose:

- To assist and advise the Community Centre Coordinator on issues affecting the operations of the Victoria West Community Centre
- To report to the Board on facility operations.

Timeframes, Reporting and Communication with the Board:

Monthly written reports to the Board and at the AGM.

Composition: One Director as Chair, two or more Community Association members and the Community Centre Coordinator. The President is an ex-officio member.

Specific Areas of Responsibility and Advice:

1. Receive program updates.
2. Ensure programs are developed to fulfil the vision of the Community Association
3. Provide advice regarding building maintenance and repair.
4. Develop an annual capital plan.
5. Develop a strategic improvement plan for the facility.
6. Makes recommendations to the Board on matters related to the Community Centre as required.