

PROGRAM COMMITTEE

TERMS OF REFERENCE

The Program Committee is a committee of the Board of Directors of the Kerrisdale Community Centre Society appointed by and reporting to the Board. It operates at all times in accordance with the mission, goals, strategies and policies of the Society.

Each committee of the Board will submit an annual budget for its proposed activities through the Finance Committee to the Board. The Program Committee will provide monthly progress reports to the Board through submission of its meeting minutes.

SCOPE OF ACCOUNTABILITIES:

- 1) To provide programs, activities, and events at the Kerrisdale Community Centre that meet the needs of the community and encourage the participation of all community members;
- 2) To ensure that the programs, activities, and events offered by the Society are of high quality, and
- 3) To ensure that the programs, activities, and events offered by the Society both reflect and are run in accordance with the Society's mandate.

SPECIFIC RESPONSIBILITIES:

The Program Committee will do the following

- 1) Recommend changes to programs and suggest new programs, events and activities to maintain the Centre's programming currency and appeal;
- 2) Monitor and review fees and policies for programs and activities and remuneration for instructors;
- 3) Review the regular evaluations of programs, activities and events by patrons, and monitor registration levels to gauge levels of quality and interest;
- 4) Provide feedback to staff on programs, instructors, and patron inquiries;
- 5) Liaise with the Seniors' Council and Youth Committee to enable coordination of programs, events and activities, and discuss opportunities for enhancing these;
- 6) Liaise with the Community Engagement Committee about new programs and activities that can be integrated into on-going Centre programming;
- 7) Promote intergenerational programming: child, youth, adult and seniors;
- 8) Develop, in conjunction with Centre staff, promotional and marketing ideas to increase awareness and utilization of the facility;
- 9) Review the program, activity and events content of the Society's quarterly brochure and website to ensure accuracy and clarity;
- 10) Work closely with the program staff to achieve efficient and effective provision of programs, activities and events sponsored by the Society; and
- 11) Ensure that the committee's decisions support financially sustainable operations.

MEMBERSHIP

The Committee is chaired by a member of the Executive Committee and shall have no fewer than four (4) additional members who are Directors of the Society, and interested members of the Society. All Committee members are appointed by the Board. One or more Centre staff will liaise with the Committee.

MEETING TIME

Monthly on the first Wednesday of each month at the Community Centre unless otherwise determined by the Committee.