

Britannia Community Services Centre Society is an organization run for the community by the community. This is made possible by the wide range of committees in which community members take part along with the elected Board of Management.

Community members play a valuable role in identifying community interests and needs, in providing input from the community point of view, and in helping to resolve issues in their particular area of interest. Board members represent the policies, procedures and interests of the Society and its partners to the committees, and they present the committees' decisions and recommendations to the Board of Management.

Standing committees of the Britannia Board of Management are set out in Article 5 – Committees of the Society By laws and committees of the Britannia Board of Management are set out in Section 9 of the Article;

*Section 9 - Additional committees may be created by the Board from time to time whenever it is deemed necessary or desirable. Such committees shall limit their activities to the purposes for which they are appointed and they shall have no power to act unless specifically conferred by resolution of the Board. Upon completion of the task for which it is appointed, such a special committee shall be dissolved by the Board.*

As of May 2016 there are 15 committees established by the board, the board has delegated each committee responsibility to make recommendations to the Britannia Board of Management through Board representatives on committees.

These are the General Terms of Reference for Board Committees and Working Groups;

1. The Board may create other committees pursuant to Article 5 Section 9 of the Society By-laws;
2. The Board and Board Committees may create working groups to do the business of the Board and/or Committees, such working groups shall limit their activities to the purposes for which they are appointed and they shall have no power to act unless specifically conferred by resolution of the Board. Upon completion of the task for which it is appointed, such working groups shall be dissolved by the Board and/or Committee.
3. Committee and working group members commit to ethical and lawful conduct, including respecting the policies related to their volunteer role on the Committee and Working groups, these are;
  - Code of Conduct Policy
  - Conflict of Interest Policy
  - Human Rights and Harassment Policy
  - Respectful Workplace Policy
  - Board Media Policy
  - Board Staff Relations Policy

4. Committees and working groups may create their own unique structure, membership, roles and guidelines provided they follow the General Terms of Reference of the Board, which are;
  - a. Committees and working groups must document and state the structure, membership, meeting frequency, roles and guidelines of the committee and working group and submit this document to the Board of Management;
  - b. Members of Board Committees shall be recommended by the Committee and appointed by the Board each year at the October Board meeting;
  - c. Members of Board Committees shall be members of the Society in good standing at the time of appointment and for their term on the Committee;
  - d. Community members who would like to be members of Board Committees but who do not want to be members of the Society may request an exemption to the Board, in person or in writing, the Board may review requests on a case by case basis;
  - e. The Committees established by the Board shall report directly to the Board;
  - f. Working Groups established by the Board or by Board Committees shall report directly to the Board and/or Committee;
  - g. Committees and Working Groups shall have at least one Board member and one staff (non-voting) assigned, if not the Board must be informed at the next scheduled Board meeting;
  - h. Non-voting staff members provide administrative support, record proceedings and carry out the implementation of committee directions;
  - i. Committees and Working Groups will strive to make recommendations to the Board based on consensus;
  - j. Committees and Working Groups must establish a decision making structure and establish terms for quorum;
5. Committees and working groups are expected to report back to the Board at the next scheduled Board or Committee meeting, proceedings of the meetings must be documented in writing and any discussions and motions recorded and presented to the Board or Committee.
6. As all Board meetings are open to the public, members of Board Committees and Working Groups are welcome to Board meetings to address their areas of interest.

## **STANDING COMMITTEES**

1. ***Executive Committee***

The Executive Committee is delegated by the Board of Management to act on its behalf between Board meetings, and to carry out specific functions. The membership of this committee is limited to the five Executive Members of the Britannia Board of Management: the President, the Vice-President, the Treasurer, and the two Executive Members at Large. The Executive Director is the non-voting Secretary.
2. ***Finance Committee***

The Finance Committee advises the Board of Management on all of the Society's and the Centre's financial matters. It makes recommendations on the negotiation of funding agreements with the City of Vancouver and other agencies, advises the Board on investment of the Society's funds, prepares budgets, reviews

financial statements, and considers requests for funding from the community. The Manager of Administration is the non-voting Secretary.

***Audit Committee***

Newly formed in 2007 this committee oversees Britannia's financial control systems. The committee also ensures that the annual external audit is completed in an efficient, cost effective and objective manner. The Committee is also charged with selecting appropriate accounting policies and procedures. It is a sub committee of the Finance Committee and reports directly to the Finance Committee.

3. ***Board Development Committee***

The Board Development Committee is responsible for recruitment and professional development of the Britannia Board. It develops and carries out recruitment activities for the Board and its Committees. It organizes Board workshops, arranges the Annual General Meeting and chairs the elections for the Board. The Committee develops policies and procedures for the operation and the meetings of the Board. The Executive Director is the non-voting Secretary.

**OTHER COMMITTEES**

4. ***Arts and Culture Committee***

The Arts and Culture Committee encourages, arranges, and assists with arts and cultural programs and events at the Britannia Centre and in the community. It works to raise the awareness in the community of the Britannia Complex as a cultural resource, and encourages local community members to participate in arts and cultural activities both locally and city wide. It makes recommendations to the Program Committee.

5. ***Child Care and Children's Committee***

The Committee monitors the Child Care programs administered by Britannia. It informs, advises and makes recommendations to the Board on child care program, issues and development. Members of the committee work with the Board, committees, programs and the community to ensure integration of services.

The Child Care Manager is a non-voting Secretary to this Committee, the Community Education Coordinator and the Children's Recreation Programmer are invited to attend meetings in a non-voting capacity to support integration of services.

6. ***Community Education Committee***

The Community Education Committee is responsible for reviewing, monitoring, and coordinating the community education program for each year. It provides input to the Community Education Coordinator from the community's standpoint, and makes recommendations to the Britannia Schools, and the Britannia Board, on the development and delivery of programs. The Community Education Coordinator is the non-voting Secretary.

7. ***Library Management Committee***  
The Library Management Committee has its mandate from the Letter of Agreement between the Vancouver Public Library, the Vancouver School Board, and the Britannia Society. It is “responsible for the organization and operation of the Library” and is accountable to the three partners. It is composed of two representatives from the VPL, two from the VSB, and two residents of Britannia’s Community. Britannia’s Executive Director is the Chair; and the Librarian-in-Charge of Britannia Branch is the Secretary.
8. ***Planning and Development Committee***  
The Planning and Development Committee coordinates community input for the development of the long-term goals for Britannia. It makes recommendations to the Board on long-term developments, formulates and recommends strategies to accomplish long-term goals, and reviews specific development projects to implement those strategies. It meets monthly as agreed by Committee members. The Executive Director is the non-voting Secretary.
9. ***Program Committee***  
The Program Committee coordinates social, cultural, and recreation programs and events at Britannia. It seeks community participation to identify community program needs and to deliver programs and services, and it monitors the provision of membership activities and special events. The Community Recreation Coordinator is the non-voting Secretary.
10. ***SENIORS: Al Mattison Lounge Seniors’ Committee***  
The Seniors’ Committee is composed of senior citizens (55+). It identifies issues of concern to seniors in the Britannia Community, and makes recommendations for programming in the Al Mattison Lounge, which is of interest and benefit to seniors. The Committee makes recommendations to the Program Committee. The Senior’s Programmer is the non-voting Secretary.
11. ***Youth Committee***  
The Youth Committee consists of young people from 13 to 18. It identifies and provides youth input on issues of concern to the 13 to 18 age group. It advises on and assists in the development of appropriate programs and activities for Britannia’s Youth programs, particularly in the Teen Centre. The Committee makes recommendations to the Program Committee. The Youth Programmer is the non-voting Secretary.

## **FACILITY COMMITTEES**

12. ***Arena Committee***  
The Arena Committee coordinates programming and community use of the Britannia arena. It reviews programs and activities, the facility set-up, ice-time allocations, and budgets and fees; and makes recommendations to the Program Committee. The Arena Programmer is the non-voting Secretary.
13. ***Pool and Fitness Committee***  
The Pool and Fitness Committee reviews and coordinates the programming for the Britannia pool, racquetball courts and fitness centre. It monitors the facilities and equipment for maximum safety and enjoyment of community users; and makes recommendations on programming, budgets, and fees to the Program Committee. The Pool Programmer is the non-voting Secretary.