

- a) To support Britannia's Goals of providing high quality programs that are accessible, responsive, inclusive, and meet community needs.
- b) The Program Committee identifies community program needs through input of the community, the Board of Management, other committees and agencies, and from staff.
- c) The Program Committee supports the development, integration, communication, delivery and evaluation of programs, membership activities, and special events.
- d) The Program Committee liaises with program sub-committees and assists them in addressing their issues and concerns.
- e) The Program Committee reviews and communicates motions from program sub committees to the Board of Management.

OPERATING RULES

- a) The Program Committee consists of a minimum of three non-staff community members, at least one of whom must be a Board member.
- b) A quorum consists of three non-staff members.
- c) The Program Committee is chaired by a Board member who is selected by an election of the non-staff members of the committee.
- d) Staff members are non-voting advisors who do not make motions and do not count towards a quorum.
- e) Decisions are made by consensus or, in the case of formal motions, by majority vote.
- f) All members of the society in good standing are eligible to attend and vote at all meetings.

MEETING SCHEDULE

The Program Committee meets monthly from September to July, usually on the third Tuesday of the month at 7:00 p.m.

AUTHORITY FOR THE COMMITTEE

The authority for the committee derives from Society's Bylaws, Article 5, Section 3.

REPORTING PROCEDURES

The Program Committee report to the Board of management through the Committee Chair, minutes and other reports.

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