

# **COWICHAN STATION HUB COORDINATING COMMITTEE**

## **Terms of Reference**

**Approved October 2011**

### **1. Introduction**

The HUB Business Plan was developed by the Cowichan Station Area Association in consultation with the community. It forms the framework for the acquisition and development of the Cowichan Station school site for use as a community centre.

The HUB Coordinating Committee exists to support the work of the CSAA Board to implement the HUB Business Plan. The following are the terms of reference for that Committee.

### **2. Mission**

The Committee's mission is to coordinate the work of the HUB Facilities, HUB Fundraising and the Community Engagement committees including providing financial, administrative and communications support.

### **3. Mandate**

The Committee:

- Coordinates the work of the committees (e.g., scheduling, communications etc.)
- Oversees HUB budgeting (operating and overall finances),
- Issues tax receipts
- Leases the annex and looks after tenant relations,
- Liaises with the CVRD on field maintenance,
- Looks after the telephone, security system, the insurance and Revenue Canada reporting,
- Does mail
- Keeps HUB records
- Keeps the web site up to date,
- Keeps the email list up to date and sends out regular emails,
- Organizes HUB-related Board agenda items,
- Other HUB related duties as required, and
- Otherwise assists committees as required.

### **4. Membership**

Membership – Chairs of 3 Committees, Secretary and one Director

### **5. Operating Procedures**

- Two thirds of members constitute a quorum.
- The Committee will operate on a consensus basis. The Committee has a responsibility to ensure that everyone is heard and that decisions are based on the best possible alternative.

- The Committee will meet on an “as and when needed” basis.

**6. Conflict of Interest**

Committee members must take a precautionary approach to ensure that issues of potential or perceived conflict of interest are clearly identified.