



# Squamish Paddling Club

## Facilities Committee Terms of Reference

<i>Purpose</i>	<p>The mandate of the Facilities Committee is to assist SPC in running and maintaining its current storage facility (and adjacent grounds), maintaining and expanding access to Howe Sound as a paddling location and recommending upgrades to facilities to assist in the execution of club programs</p> <p>The committee will also establish and foster on-going relationships with the District of Squamish and other user groups in the Mamquam Park, building our network, and developing roles for some of our skilled volunteers.</p>
<i>Objectives</i>	<ul style="list-style-type: none"> <li>• Maintain the grass and garden areas around our Boat house.</li> <li>• Maintain (paint, sand, clean, etc.) and keep free from Graffiti or other eyesores the boathouse walls, roof and doors.</li> <li>• Maintain the solar and lighting system within the boathouse.</li> <li>• Maintain the racking systems in place for boats.</li> <li>• Provide recommended upgrades to the board to be included for future year budgets and capital plans.</li> <li>• Perform monthly facility inspections for items that require maintenance or may be safety concerns.</li> <li>• Provide input to the Risk Register for risks specific to facilities.</li> <li>• Arrange club work parties when large pieces of work need to be undertaken.</li> <li>• Work on securing a permanent future location for the club.</li> </ul>
<i>Committee Composition and role responsibilities</i>	<p>The Committee is headed by one Chair. Any member or non-member is eligible to join the Committee upon approval by the board. A request for nomination may be sent to the Chairs of the Committee.</p> <p>Chair</p> <ul style="list-style-type: none"> <li>• The Chair position will be recruited by the board and will fill a minimum two (2) year term.</li> <li>• Chair committee meetings.</li> <li>• Recruit appropriate number of committee members, with the appropriate skill set and background.</li> <li>• Encourage and support Committee Members in their roles.</li> <li>• Assist the Exec in the solicitation of Board members as required.</li> <li>• With board’s approval liaise with District of Squamish if any changes to the outside of the building are proposed, or if license areas need to be changed or plants need to be replaced.</li> </ul> <p>Vice Chair &amp; Volunteer Co-ordinator</p> <ul style="list-style-type: none"> <li>• Take on duties of Chair when they are not available.</li> <li>• Understand all aspects of the chair – training to be the next chair.</li> <li>• Recruit and co-ordinate volunteers for maintaining the grounds (mowing the lawn, watering the plants and weeding), and the buildings (painting, washing, sanding, staining).</li> <li>• Arrange volunteer appreciation events for major contributors.</li> </ul>

	<p>Grounds / Landscaping Manager</p> <ul style="list-style-type: none"> <li>• Make recommendations on actions to take to maintain plants, trees &amp; grass.</li> <li>• Provide guidance on watering frequency, etc to be followed by other volunteers.</li> </ul> <p>Storage Manager</p> <ul style="list-style-type: none"> <li>• Ensure sufficient storage is available to meet the equipment needs of the Programs run by the club.</li> <li>• Maintain waitlist of club members wishing to rent storage racks for personal boats.</li> <li>• Manage <a href="mailto:storage@squamishpaddlingclub.com">storage@squamishpaddlingclub.com</a> mailbox.</li> <li>• Send renewal reminders on the 1<sup>st</sup> of March each year.</li> <li>• Provide list of delinquent renewers to Treasurer for follow up.</li> <li>• Make recommendations on how to optimise existing storage facilities.</li> </ul> <p>Committee membership will be evaluated annually.</p>
<p><i>Meetings</i></p>	<p>The Committee will try to hold a meeting every month, mid-month. Additional meetings may be held at the discretion of the Chair.</p>
<p><i>Reporting Relationship</i></p>	<p>The Committee will report on a monthly basis to the SPC Board through the Secretary. The Committee will report to the Membership at the Annual General Meeting</p>