

MPCCA Program Committee Terms of Reference

(Updated Dec 21, 2021 and issued for approval to the Committee members and MPCCA Board)

Glossary:

- Where the word “Centre” is used, this refers to the Mount Pleasant Community Centre.
- Where the word “Association” is used, this refers to the Mount Pleasant Community Centre Association.
- Where the abbreviation “MPCCA” is used, this refers to the Mount Pleasant Community Centre Association.
- Where the word “Board” is used, this refers to the Board of Directors of the Mount Pleasant Community Centre Association.

Mandate:

- To fulfill our charitable obligations by supporting program development at the Centre*.
- To determine courses of action to facilitate program priorities of the Centre and how they best serve the needs of the community.
- To inform and advise the Board regarding Programming matters that directly influence the efficient operation of the Centre for the present and future benefit of the membership, the community and all parties that utilize the Centre directly and indirectly.

Role of the Committee

- To identify and analyze the Programming schedule on a regular basis as it serves the Centre’s role in the community.
- To suggest or make alterations as the need arises, based on membership feedback and current environment (e.g. COVID-19) challenges.
- To review personnel requirements for existing programs and any projects that do not fall under the Park Board Staff Programming realm, e.g. the “Noon hour Soup N Sandwich” program that is being offered at time of this writing.
- To communicate the status of Programming Committee decisions at the regular Board meetings along with financial summaries relating to the operation of these programs.
- To communicate to the appropriate party(s) changes that are to be made to the Programming schedule through the mountpleasantcc.ca website and other social media as well as the Program Guide (when it is printed) for the benefit of the Centre membership and the larger community.

- To appoint an employee and Board member who will regularly check to ensure that any changes to Programming (e.g. date change or cancellation) will be reflected on the website and social media channels.
- To suggest and encourage innovation in programming goals to the Community Centre staff. This may include sponsoring, and where necessary, operating at least one program, event, or service in the community that is innovative in delivery or content per year.

Membership

- Will be composed of at least 3 MPCCA Board members, and appropriate staff representatives to report on Programming matters at all levels. Membership is also open to interested community members upon application to the committee.

Budgeting

- The Programming Budget is set by the MPCCA Board on an Annual Basis. The Program Committee has the discretion to approve additional spending on a one-time basis of \$500 or less, up to a maximum of \$2000 per year. Any additional expenditures must be approved by the Executive (up to \$1000) or the Board.
- The Program Committee should make recommendations to the MPCCA Board on the Annual Budget according to priorities determined in advance of the budget.

Protocol

- Meetings to be held in person/online 1st Wed. of the month (Sept. through June) @ 6:30pm. If the 1st Wed of the month is a holiday an alternative day will be set prior to the holiday.
- For the committee work to be more generative and future focused in nature, staff will post their individual reports via email or on Google Drive for reading by the committee members 4 days before meetings. This will allow time for the committee members to review and prepare any questions or comments about the contents of the reports. The expectation is that staff will use their reporting slot in the meeting only to highlight items in their reports, present funding requests and be available to respond to the committee questions or comments about their reports. Meetings, agendas, related documents and minutes will be posted electronically.
- If an addendum item is deemed confidential the Committee will maintain confidentiality including all relevant discussions and minutes.
- Any Committee member who has a real or perceived *conflict of interest* must declare it to the committee and excuse him/herself from all relevant discussions.

A conflict of interest is a situation in which a person has a private or personal interest sufficient to appear to influence the objective exercise of their official duties as a member of the Program Committee for the MPCCA.

Private or personal interest refers to an individual's self-interest (e.g. financial gain, avoiding

loss, or gaining another special advantage), the interest of the individual's immediate family or business partners, or the interests of another organization in which the individual holds a position (voluntary or paid).

- The Committee Chair will be rotating and will rotate in alphabetical sequence determined by the Committee member's last name. Between meetings, the next designated Chair will act as the contact person for any business, or agenda adjustments needed before the next meeting.

Governance

- The Program Committee is responsible to the MPCCA Board.
- Formal motions and requests to the board must be in writing and forwarded to the Executive Committee or the Board if the matter is urgent and the Executive does not meet before the next Board meeting.
- The Mount Pleasant Community Association is a registered Society and Charitable institution, and its programming must comply with the Societies Act and federal legislation governing charities.
- The Mount Pleasant Community Centre is operated jointly by the Association and the Vancouver Board of Parks & Recreation. This relationship is governed by a Joint Operating Agreement (JOA). In particular, the JOA has sections specific to programming in Section 7 (Access & Equity, Programming Responsibilities of the Park Board and the Association, Hiring of Contractors & Oversight, Quality Control and Evaluation), Section 8 (Association Membership), and Section 9 (Use Allocation for Jointly Operated Facilities). All members of the Program Committee should receive a copy of the JOA and should be familiar with it.
- Further to the Responsibilities of the Park Board and the Association, the Board of Directors signed off on a Delegation & Assumption Agreement specifying functions delegated by the Association to Park Board employees, and those that are the purview of the Association. This agreement covers Human Resources, Program Evaluation, Program Administration & Budgeting, Event Support, Volunteer Management, Licensed Child Care, and Marketing Materials. This document should also be distributed to all Program Committee members.

Review

- The Committee will review its performance annually and report the outcome of the review to the Board via the Annual Program Committee Report.
- The Programming Committee considers these Terms of Reference to be a living document and will be open to change and modification as needed through periodic reviews to better meet the changing needs and requirements of our community and community members.

* Our public statement on the CRA website defining our stated duties to fulfill our charitable activities is as follows:

“Encourage, promote and support the educational, cultural, social and physical well-being of the people of the Mount Pleasant community. We provide recreation programs for all ages available on a drop in, daily, weekly and/or monthly basis. In addition, we provide community festivals and special events for the community. Lastly we have licensed preschool, daycare and out of school care programs for the community.”