



FORT GARRY COMMUNITY CENTRE

Board of Directors Terms of Reference

1.0 OVERVIEW

1.1 Purpose of These Terms of Reference

To provide a framework of operation to the Fort Garry Community Centre Board of Directors to assist in the provision of recreation and leisure activities as well as community/social events for residents of all ages within the designated catchment area of Fort Garry Community Centre. To address key components related to the sustainability of the centre in such areas as:

- Volunteerism
- Financial Accountability
- Programming
- Maintenance & Operations

1.2 Defining the Terms of Reference

These Terms of Reference are meant to reflect the intention of the Fort Garry Community Centre Board of Directors. The Terms of Reference represent values, approaches and goals that are supported in good faith. As far as possible, these Terms of Reference propose processes that are open, consultative, and collaborative and that also aim to produce effective and demonstrable outcomes. These should be reviewed and updated annually to ensure continued relevance.

1.3 Vision

To create an effective and inclusive decision-making process for the ongoing management of Fort Garry Community Centre

1.4 Mission

To understand what the community wants and needs in the areas of:

- Programs
- Services
- Communication

1.5 Guiding Principles

The Fort Garry Board of Directors believes in:

- Respecting each other's diversity in service planning and delivery
- Respecting each other's contributions
- Collaborating to achieve the best coordinated services
- Transparency

The Fort Garry Community Centre Board of Directors will be guided by the following principles:

- Accessibility – services are accessible to all who need them, within the Community Centre's boundaries.
- Affordable – strive to eliminate barriers that impede access to the community centre's program and facilities
- Healthy Living – promote healthy living for all members of the community through the provision of both structured and unstructured activities.
- Volunteerism – promote and support a volunteer base to help meet its programming needs while promoting role models for youth.
- Inclusiveness – services are offered in an inclusive manner, respectful of, and sensitive to diversity.
- Collaborative – encourage partnerships in recognition of overlapping responsibilities and the need by all to maximize the use of resources.
- Safe and Respectful – provide a safe and respectful environment for the community to enjoy without fear of intimidation.

2.0 ROLES AND RESPONSIBILITIES

2.1 Role of the Board of Directors

- To plan and initiate or conduct a variety of recreational, leisure and community activities suited to the needs and requirements of the residents of the Centre's designated boundary area.
- To communicate with the residents of the designated boundary area outlined in the Bylaws, so as to determine their needs for recreational and leisure activities, and to ensure that they are aware of the activities and programs being offered by the Centre.
- To administer and operate the Centre in accordance with the Operating Responsibilities as approved by the General Council of Winnipeg Community Centres (GCWCC) and the City of Winnipeg.
- To promote activities through which funds may be raised to support the activities of the Centre.

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- To plan for the continued operation of the Centre and its programs through the recruitment and training of volunteers.
- Report annually to the Fort Garry Community Centre area membership. Fort Garry Community Centre's Annual General Meeting to be held in April of each year.
- Review and update the Community Centre By-Laws annual general meeting.
- Review/amend these Terms of Reference as required.

2.11 Fiduciary Duty of the Board of Directors

- Act in good faith and for a proper purpose.
- Act with reasonable care, skill and diligence.
- Disclose and manage conflicts of interest.
- To adhere to the Guiding Principles outlined in Section 1.6.

2.12 Role of Fort Garry Community Centre Manager

- See Job Description
- To adhere to the Guiding Principles outlined in Section 1.6.

2.13 Role of the City of Winnipeg

- To provide support for the Fort Garry Community Centre Board
- To provide programming and resources when necessary to meet community needs and gaps in programming.
- Provide supports necessary for the successful delivery of sport programming both organized and local community sport.
- Provide support as outlined in the UFF agreement
- To adhere to the Guiding Principles outlined in Section 1.6.

2.14 Role of the General Council of Winnipeg Community Centres (GCWCC)

- To provide support for the Fort Garry Community Centre Board
- To transition the financial reporting to the Fort Garry Community Centre Board
- Provide grant application support
- Provide support as outlined in the GCWCC/Community Centre Management Agreement
- To adhere to the Guiding Principles outlined in Section 1.6.

3.0 PROCESS

3.1 Board Composition

- The Board is comprised of 7 members, including the President, Vice President, Treasurer, Secretary, Director of Sports, Director of Communications, Director of Special events. To be elected at the Annual General meeting.
- The length of term for the President and Treasurer will be two-year term, and the Vice-President and Secretary will be opposite two-year term. The other directors will serve a one-year term.
- A maximum of (3) three Members at Large may be appointed each year by the Executive Committee. These members shall be appointed each year by the Executive Committee and shall be ratified by the Board of Directors

3.2 Reporting Process

All meetings shall be documented, with minutes circulated and preserved. The Board is required to follow the regular reporting requirements as outlined in the Accountability Manual provided by GCWCC.

3.3 Regular Meetings

Regular meetings of the board will be held monthly, on the ____ (day) of the ____ (# week). (Example, the first Tuesday of the second week of the Month). except the months of July and August.

Approved by the Board of Directors: _____ (MM) _____ (YYYY)

Executive Signatures

Title

Vice President
Title