

Community Facility Utilization Committee Terms of Reference

Composition:

1. It is the responsibility of the President to call for the formation of an Ad Hoc committee and to select the Chair.
2. The Bylaws are silent on the makeup of such Committees but it would stand to reason that all those selected to serve on such committees must, themselves, be a "member" of the Edmonton Jewish community (UJA Donor)
3. The Chair, in consultation with the President, will select Committee members
4. Membership shall be comprised of no fewer than 4 members (in addition to the chair) and no more than 8. In addition, the President shall be an ex-officio member of this Committee
5. The Chief Executive Officer shall also be an ex-officio member of the Committee and shall provide such administrative support as may be required from time to time. He shall be charged with the responsibility of obtaining additional support staff if necessary

It shall be the responsibility of the Committee to:

1. Develop their own Terms of Reference as their first order of business
2. Review available and material previous research with respect to Community demographical information
3. Review the results of previous Community information sessions and surveys with respect to facilities needs and wants, and determine if new sessions or surveys are recommended
4. Gather other available information such as facilities used in other Jewish communities of like size to Edmonton
5. Determine Community's "core business"; what elements can we be good at and be responsible for program delivery; what are we not good at and should outsource
6. Conduct an inventory of competitive program offerings in Edmonton but outside of our Community to help determine where opportunities exist (and, likewise, where needs are being already satisfied)
7. Prepare an inventory of community-owned and/or operated facilities to determine opportunities for synergistic arrangements
8. Based upon the inventory as noted above, provide counsel as to whether or not adequate space is available for administrative and programmatic activities, in whole or in part, and/or whether new facility construction or acquisition is warranted or recommended
9. Conduct whatever research the Committee feels is warranted. If outside consultants need to be employed, funding must be first secured from Federation
10. Prepare a report for the Board. Attempt to complete the work by the end of summer, 2013.
11. Hold a public, Community meeting (or meetings) as required or recommended