

O'KEEFE RANCH AND INTERIOR HERITAGE SOCIETY BOARD POLICY MANUAL

APPROVED: MAR 2018

FACILITIES COMMITTEE TERMS OF REFERENCE

1. PURPOSE (Descriptions)

The Facilities Committee is a Standing Committee of the O'Keefe Ranch and Interior Heritage Society. The goals are to advance the O'Keefe Ranch objectives through education and exposure to domestic livestock and cultivated crops that were an integral part of life during the period that the O'Keefe Ranch was established.

2. COMPOSITION (Membership)

The Committee consists of two board members, one as chair and includes, the Facilities Director, additionally two to five community members with expertise in animal health, soil assessment and development practices and conserving buildings may be recruited.

3. SCOPE AND AUTHORITY (Authority)

Committees exist to support the mandate of the Board and assist staff with implementing that mandate. Committees have NO authority over staff and should not provide direction to them. The President or designate is responsible for providing direction. Committees are advisory in nature and require Board approval for implementation of recommended policy and use of staff time or resources. Decisions or actions may be taken within approved policies.

4. MEETING ARRANGEMENTS

Committees will meet at least quarterly and more frequently as workload or board direction requires.

5. REPORTING

Minutes or record of discussions should be kept of all Committee meetings and

shared with the board following their committee meeting.