

COMMITTEE CHARTER

Committee:	Faculty Centre Management Committee
Committee Sponsor:	Mount Royal Faculty Association
Date Last Revised:	September 21, 2018

Mandate

The Faculty Centre Management Committee shall assist the Executive Board in fulfilling its responsibilities for overseeing the management, use, maintenance and improvement of the Faculty Centre. The committee shall identify issues related to these responsibilities and shall respond to issues raised by the Executive Board or by members. The committee shall conduct any research required to respond to such issues and shall make recommendations to the Executive Board as necessary.

Authority

The Faculty Centre Management Committee has considerable decision making authority within its mandate. The Expected Activities delineate boundaries within which the committee may make decisions and beyond which it must make recommendations to the Executive Board.

The committee may review this charter as it deems necessary and submit proposed changes to the Executive Board for approval.

Membership

The Faculty Centre Management Committee shall consist of three members of the Executive Board and the two Association staff:

- the President, who shall be chair;
- the Treasurer;
- a third member of the Executive Board appointed annually by the Executive Board, who shall act as secretary for the committee;
- the Senior Administrative and Faculty Relations Officer;
- the Administrative Assistant; and
- the Faculty Centre Coordinator.

Meetings

The Faculty Centre Management Committee shall normally meet monthly during the academic year. Additional meetings may be called as necessary by the chair. Quorum shall normally be four members of the committee, including the chair or designee. When matters related to Association staff are discussed, quorum shall be the three Executive Board members.

Expected Activities

The Faculty Centre Management Committee shall:

- maintain current knowledge required to fulfill all aspects of its responsibilities;
- set the price of food and beverages sold in the Faculty Centre;
- make policy recommendations related to the operation of the Faculty Centre to the Executive Board;
- authorize expenditures of up to \$2,000 related to the maintenance and improvement of the Faculty Centre;
- recommend expenditures in excess of \$2,000 related to the maintenance and improvement of the Faculty Centre to the Executive;
- make recommendations to the Executive Board regarding planning for MRFA functions that are not organized by other MRFA Committees;
- review expenditures regularly and make any recommendations necessary to ensure that a balanced budget is achieved at fiscal year end;
- make recommendations to the Executive Board regarding transfers between and investments in funds created by the Finance articles of the MFRA Bylaws;
- review the budget lines of MRFA Standing Committees annually or at the request of a committee;

- prepare a draft budget for submission to the Executive Board;
- advise the Executive Board regarding issues raised by the auditor;
- make recommendations to the Executive Board regarding internal controls;
- review staff position descriptions and benefits annually and make recommendations for change to the Executive Board as necessary;
- review other aspects of the MRFA's operations at its own initiative or at the direction of the Executive Board;
- report all decisions made to the Executive Board.

Resources

Support for the committee will be provided by the Mount Royal Faculty Association.