



Fields Committee – Terms of Reference

Purpose:

Work to secure field space to meet the current and future capacity needs of all EUPA programs and to establish a centralized location (or several locations) where our membership can develop a sense of community.

Responsibilities:

The Fields Committee responsibilities include but are not necessarily limited to those listed below:

- Work independently and with EUPA General Manager to explore options and secure field space for all EUPA programs schedule in the year.
- Develop and maintain relationships with City of Edmonton developers. Ensure EUPA is considered and kept up to date involving City Development Plans and ensure that enough field space is maintained throughout the City and surrounding areas to meet EUPA's ongoing needs.
- Work with Legacy Committee to explore options and generate a plan for securing permanent or semi-permanent field space in the future either through ownership or Crown lease holding.
- Once ownership or lease situation is established by the EUPA, prioritize development of fields to meet EUPA's needs, manage and promote field space to external users, oversee field maintenance.

Resources:

The EUPA Board of Directors in the EUPA yearly budget may allocate funds to the Fields Committee. All requests for additional funds, required for specific projects or general committee operations, should be presented to the EUPA Treasurer for review.

All requests for procurement or use of EUPA equipment, required for specific projects or general committee operations, should be presented to the EUPA General Manager for aiding in implementation.

Composition:

Committee Chair:

The Committee Chair will be appointed by the EUPA Board of Directors, and will act as a representative of the Board.

Committee Members at Large:

- The Field Committee will consist of a minimum of 3 and a maximum of 8 members.
- The Field Committee must have a representative from the EUPA Board of Directors.

EUPA General Manager:

The General Manager will attend meetings as needed or requested by either party and will aid in implementation of the field plans approved by the Committee and / or Board

Committee Roles:

Committee Chair

- Report to EUPA Board of Directors on Fields Committee work.
- Schedule and chair all meetings.
- Provide leadership and direction to the committee, and ensure the committee is kept on track for all goals they have set for themselves.
- Monitor Fields Committee funds, as allocated by the EUPA Board of Directors.

Members at Large

City of Edmonton Liaison / City Field Development:

- Attend City of Edmonton planning and development meetings, build relationships with those involved.
- Keep up to date on City initiatives that may affect EUPA's ability to secure field space.
- This is ideally a long-term position as relationship building is essential.

Legacy Committee Liaison:

- Maintain regular contact with the Legacy Committee.
- Obtain reports on any land parcels the committee has investigated.
- Actively search out parcels for consideration by the Legacy Committee and EUPA Board.

Term of Membership:

The term of office will be a minimum of one year with no maximum.

Meetings:

Meetings will take place a minimum of once per quarter. Committee members will be provided with a minimum of one week's notice before all meetings. Circumstances permitting meetings will take place in person; attendance via electronic methods will also be accepted. 50% of the committee will be required for quorum.

The meeting agenda will be prepared by the committee chair and shared with all committee members through Google Docs or email at least 24 hours prior to the meeting.

Additional communication between committee members, outside of meetings, shall take place through email to ensure all committee members are kept up to date with committee work and discussion.

Records and Reporting:

Fields Committee meeting minutes will be recorded by a member of the committee and will be submitted to all committee members in the week following the meeting through Google Docs. A copy of the meeting minutes will also be saved in the fields@eupa.ca Google Drive and shared with the EUPA General Manager through Google Docs.

The EUPA Board Representative will report to the Board on a monthly basis at the EUPA board meetings.

Related policies / By-laws

- The Fields Committee will ensure all goals and work are aligned with EUPA's 3 Year Strategic Plan with a specific focus on the Capacity and Community pillars.

Review

The Fields Committee Terms of Reference will be reviewed at EUPA year-end, next review September 30, 2015.