

Terms of Reference

NAME:

Special Projects Committee

REPORTING TO:

Board of Directors.

OVERALL PURPOSE OF COMMITTEE:

Develop special projects and present to the Board of Directors for consideration.

MAJOR COMMITTEE TASKS:

1. Organize special projects with assistance of volunteers.
2. Examine requests for special programs and provide analysis and recommendations to the Board of Directors with respect to individual projects.
3. Be able to react quickly to requests and present workshops/seminars on timely topics.

DURATION OF COMMITTEE:

Ongoing.

NUMBER OF MEETINGS:

As required.

FINANCIAL IMPACT:

Each project will be assessed individually. Projects should be presented on a cost recovery basis subject to Board of Director's approval.

STAFF LIAISON:

SOAR Administrator.

SELECTION/ELECTION OF CHAIR:

Recommendation by the Executive Committee; approved by the Board of Directors.

SELECTION/ELECTION OF MEMBERS:

Recommendation by the Executive Committee; approved by the Board of Directors.

COMMITTEE CHAIR RESPONSIBILITIES:

Chair meetings and provide a report to the Board.

COMMITTEE MEMBER RESPONSIBILITIES:

As per above major tasks.