

Shelbourne Community Kitchen

TERMS OF REFERENCE

Administration Committee

Purpose:

The purpose of the Administration Committee is to support day-to-day programs and operations. This committee ensures that administrative activities at the Shelbourne Community Kitchen are performed efficiently and adhere to internal and external policy requirements.

Responsibilities:

- Activities can range from being responsible for the management of human resources, budgets and records, to undertaking the role of supervising other employees
- Develop, review and implement administration procedures
- Develop and review training resources
- Ensure that private information is kept confidential and securely stored
- Develop and review standard procedures for managing general inquiries, printing and preparing materials for programs and keeping accurate records

Committee Composition:

- All Office Administration volunteers are part of the committee, as well as a representative from staff and the board of directors.
- Required Committee roles are Chair and Recording Secretary

Meetings: The Committee will hold meetings as often as necessary.

Reporting relationship: The Administration Committee reports to the Executive Committee.

Terms of Reference Revisions: The terms of reference will be reviewed annually by the Administration Committee and can be revised whenever deemed necessary. Terms of Reference and subsequent revisions are approved by the board of directors.