PLANT SCIENCE POINT MANAGEMENT AND OPERATIONS COMMITTEE

Terms of Reference

To advise and make recommendations to the Department Head and Department Council on matters related to facility and equipment management at the Point and report to the Land and Equipment Resource Committee on matters related to field equipment purchases, and management and operation of the land base at the Point, Bison and Arboretum.

Specifically, the Committee will:

- Assign and communicate management and reporting responsibilities to technical staff for different zones at the Point and ensure that this information is communicated at the departmental level;
- Conduct an open meeting with all users of the Point on a semi-annual basis. Additional meetings will be held as needed;
- Develop and maintain Standard Operating Procedures/Safe Work Procedures (SOP/SWP) for land, equipment and facility use and management at the Point, Bison and the Arboretum;
- Communicate with the Land and Equipment Resource Committee on matters related to the following:
  - Guidelines for general land and facility management at the Point, Bison and the Arboretum;
  - Policy that will govern how land will be made available to, and be used by department and non-department personnel at the Point, Bison and the Arboretum;
  - Maintenance of an inventory of field equipment at the Point and relative demand so that needs for equipment can be assessed and to ensure that an adequate base of equipment is available to service the Point, Bison and the Arboretum;
  - Disposal, replacement and purchase of common tools and field equipment for the Point;
- Review terms of reference annually and make recommendations for revision to Department Council.

Composition:
The committee is composed of: three members of academic staff with field research expertise, one elected by Department Council and two appointed by the Department Head for a three year term; and three support staff representatives from The Point Research Farm appointed by the Department Head for a three year term. At least one academic and one support staff should be actively involved in field research being conducted at the Point, Bison or the Arboretum.

The committee will elect one or more academic member(s) to act as chair or co-chairs. Duties will include scheduling meetings, forwarding correspondence to committee members, and setting the agenda. The chair will report to the Department Head and Department Council and communicate relevant matters to the Land and Equipment Resource Committee. The committee will meet at least bi-monthly in the winter and as needed in the field growing season.

The committee will elect one member to act as secretary. Duties will include recording minutes and providing within two weeks of the meeting a copy to committee members and the Department Head.

Approved by Plant Science Department Council February 9, 2016; Revised March 31, 2017