



TERMS OF REFERENCE FOR TECHNICAL COMMITTEE

- 1. Purpose of the Technical Committee**
The committee will:
 - (a)** Expand the body of knowledge as it relates to the manufacturing of windows and doors in British Columbia.

- 2. Chair and Membership**
The Technical Committee consists of a chair, and volunteer members of the Association.

- 3. Responsibilities**
 - (a)** Helping our members understand and respond to the changing regulatory and business environments
 - (b)** Represent our industry's interests in cooperative working relationships with government, utilities and related associations and organizations
 - (c)** Respond to the needs of society as new technology is introduced into the marketplace and as the government imposes new demands on the industry.
 - (d)** Produce articles for the newsletter.

- 4. Meetings and Time Commitment**
Committee meetings are held from time to time. It is expected that, each month, members of the committee will be spend approximately six hours per month on committee work, over and above attending the monthly meetings.

- 5. Staff Contact**
The staff contact for the committee is the Association Manager who attends each meeting and takes the minutes.

- 6. Budget**
The committee has a meeting budget. No expenditures of commitments against that budget may be made without the authorization of the committee chair.

Budgets will be reviewed annually for modifications and revision.