

POWELL RIVER FARMER'S AGRUCULTURAL INSTITUTE

TERMS OF REFERENCE Commodities Buying Committee

DRAFT January 14th, 2017

Purpose and role of the group

The broad purpose and aim of this group is to source bulk, low cost commodities that are identified by the membership, for the Powell River Farmer's Agricultural Institute (PRFAI) members in good standing.

This is a working group and as such, members are expected to attend all meetings or advise the chair ~~is~~ of their need to be excused.

Failure to attend 3 consecutive meetings will result in the member's resignation from the committee.

The committee was established in January 2017 by the PRFAI.

Membership

Committee members will be appointed by the PRFAI Board, and restricted to 5 - 7 individuals at any given time.

A quorum will be 3 members of the committee.

No public members are involved. There will not be any representatives from other organisations with the committee.

Membership is for a 2 year term and can be extended.

Accountability

The rotating chair will report the committee activities to the PRFAI at the Directors meeting and at the general meetings.

The Committee is accountable to the Board of Directors of the PRFAI.

Board approval will be required if surplus pre-ordered commodities require holding or storage. Those commodities will then belong to PRFAI.

Review

This committee will review the relevance and value of its work along with the terms of reference at 6 and 12 months from this date.

Working Methods

Monthly meetings will be held until June 2017, at which time a review will occur.

At each meeting, the rotating chair will be selected for the next meeting; it will be this individual's responsibility to set up the next meeting and its' agenda and to distribute it to committee members. Topics for the agenda will be generated from discussions at the committee level, the board and general meetings.

Meeting documents will be circulated by email. There is an expectation that group members will share information and resources via email and in discussion at meetings.

A secretary will be appointed by the committee.

Minutes of all meetings will be kept by the recording secretary in both hard and electronic formats and will form part of the PRFAI documentation.

Minutes will be distributed to the committee in a timely manner.

Non-members of the PRFAI will be invited to group meetings if relevant to bulk buying.

At the establishment of these terms of reference, the committee had deemed it un-necessary to establish expectations of how to manage confidential materials and copyright issues.

Web space will be created for the Commodities Buying committee **on the Powell River Farmers' Agricultural Institute web page. Members in good standing will be provided with access to a bulk buying email address and along with having a Facebook page presence.**

?These accounts will be password protected. Access to the web page will be an appointed committee member with the technical ability. ?

Scope

The committee will decide on what commodities to purchase and will determine the landed cost of the commodity. The committee will then source the lowest cost of combined commodity and transport to Powell River with a 5% surcharge to the PRFAI. ~~All orders are to be pre-paid.~~

Commodities will be selected for purchase via demand from the general membership of the PRFAI.

All orders must be pre-paid by the purchaser.

The PRFAI does not have the capacity to store/hold commodities.

Pick up is expected on delivery of the commodity in Powell River.

Resources and Budget

\$10,000

The PRFAI will add a 5% surcharge to the landed cost of the commodity. **The surcharge monies collected will be used as operating capital for the Commodities Buying Committee.**

Governance

Decision making will ~~be made~~ by a majority vote of the committee.