

# Temple Israel



Jewish Life Happens Here



## **TERMS OF REFERENCE: Building Renewal Steering Committee (BRSC) 22-0621 Board approval: February 16, 2023**

The Building Renewal Steering Committee is an *ad hoc* Committee created by the Board of Directors of Temple Israel.

### **Purpose**

The purpose of BRSC is to oversee the renovation project approved by board and congregation for the Temple Israel building and grounds.

### **Membership and Governance**

The Committee of volunteers is led by a Chair or Co-Chairs appointed by the Board. The President shall serve *ex-officio*. Committee members, recruited by the Chair, contribute expertise and competencies in construction, finance, communications, and fundraising to the work of the committee.

*[Please see Section 2.1 in the Policy & Procedures Manual:*

*General committee guidelines; Membership; Meeting procedures; Reports to the Board of Directors; Administration support; Governance rules; Committee, Board and Executive decision-making; Powers and responsibilities of the chair including fiscal responsibilities.]*

### **Mandate**

- To implement and coordinate the renovation project, following board and member approval of the project, meeting project timelines within budget.
- To oversee Temple contractors: Colliers Project Manager, Figurr Architects, Philanthropica for fundraising, administrative support staff and other consultants providing specialized advice such as security, audio-visual as well as the chosen general contractor or construction manager, when selected.
- To report regularly on project status to the President, Executive and Board.
- To liaise with Temple staff to respect principles of good administration, minimize disruption to operations and maintain good working relations.

### **Responsibilities**

- 1 To make decisions required for effective project outcomes, managing risks and consulting Temple leaders and staff as appropriate.

- 2 To negotiate and put in place relevant contracts, liaising with Temple staff and legal advisors, seek board contract approval as needed, monitor deliverables, and recommend payments for office attention.
- 3 To form task forces or subcommittees of relevant people to assist in achieving project outcomes, e.g. fundraising active volunteers
- 4 To liaise with contractors, staff and Temple volunteers to achieve ongoing communications and collaboration about the project.
- 5 To conduct financial oversight of the project, establishing and monitoring budget, forecasting expenditures and revenues (fundraising), ultimately determining when sufficient funds are secured to launch the tender or construction management process.
- 6 To determine by competitive process whether to use a general contractor or a construction management approach; select the winning bid for board approval of the contract.
- 7 To recommend for board decision when to initiate the building project construction process, based on risk assessment and prudent financial management.
- 8 To work closely with the Colliers project manager on construction issues and with the Executive Director and Rabbi during construction as they plan for offsite and/or virtual staff work, and synagogue and school services.
- 9 To report regularly to the Board on project progress, identifying strategic issues and seeking Board guidance, where appropriate.
- 10 To communicate regularly with the congregation about the renovation project to maintain buy-in and manage expectations.
- 11 To hand over the ongoing building operations to the Temple Executive Director upon the completion of the building renovation at which time BRSC will wind up with a lessons learned exercise.

#### Related Policies

##### Constitution:

- Roles and responsibilities
- #7(b) viii Board engaging in any lawful contract on behalf of the congregation

##### Fundraising and Grant Application policies

##### Policy and Procedures Manual roles and responsibilities