



TERMS OF REFERENCE FOR TECHNICAL COMMITTEE

1. Purpose of the Technical Committee

The committee will:

- (a) Expand the body of knowledge related to the practice of glazing in British Columbia.

2. Chair and Membership

The Technical Committee consists of a chair, and volunteer members of the Association.

- (a) Chair: Leonard Pianalto
- (b) Members: Daryl Boden
Roy Lamont
Mark Layton
Ryan McGuire
Brett Patrick
Mike Richard
Matt Scobie
Sheldon Verbeke

3. Responsibilities

- (a) Ensure that the glazing specifications manual is kept up to date.
- (b) Respond to the needs of society as related to the practice of glazing as new technology is introduced into the marketplace and as the government imposes new demands on the industry.
- (c) Produce articles for the newsletter. As a minimum the technical committee will produce one article per newsletter edition. Topics can be varied but must be focused on technical issues relevant to the practice of glazing.

4. Meetings and Time Commitment

Committee meetings are held on the 4th Friday of every other month from 8:00 am to 9:00 am. It is expected that, each month, members of the committee will 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 Executive Director who attends each meeting and takes the minutes.

6. Budget

The committee has a meeting budget of \$1,000 per year. No expenditures or commitments against that budget may be made without the authorization of the committee chair.

The committee will require a budget for the revision of the specifications manual. This will be a separate budget at this point.

Budgets will be reviewed annually for modifications and revision.