

TERMS OF REFERENCE  
GESSTWOOD CAMP & RETREAT CENTRE

- Name: **Site, Property and Capital Project Team**
- Reporting to: Management Team
- Purpose: **To ensure that the property is kept in a safe and orderly manner. To be proactive in the upkeep and maintenance of the building and property.**
- Description: Chairperson – 2 year term with renewable one additional year.  
3 – 5 members (staggered terms)  
(3 year term with renewal 3 years. After one year off the board individuals can serve on another team)  
Site Manager/Custodian – ex officio (non-voting)
- Duties: Works in consultation with the Executive Director to:
- Oversee the maintenance of the camp site
  - Organise work days
  - Recommend capital projects to the Management Team
  - Purchase and maintain equipment
  - Set their annual budget
  - Manage the forest in accordance with provincial standards
  - Be aware and ensure that OCA/UCC camping standards are followed at all times

**Note: The team does not need to do all the work; it is just responsible for the work being done.**