

# University of British Columbia, Okanagan campus Greenhouse Committee Terms of Reference

## Purpose

The University of British Columbia, Okanagan campus (UBC O) Greenhouse Committee is responsible for administering the greenhouse space on the Okanagan campus. For details on the greenhouse space, see the University of British Columbia, Okanagan Campus Greenhouse Policy and Guidelines for Use document on the Policies and Forms page of the UBC O Irvine K. Barber School of Arts and Sciences Biology department website (<http://biol.ok.ubc.ca/forms.html>).

## Membership

The Greenhouse committee will be composed of three (3) members:

- One (1) Biology Lab program manager, who shall act as Chair of the committee,
- One (1) faculty member, and
- One (1) greenhouse technician.

## Requirements

The greenhouse committee shall meet at least three (3) times per year to assign greenhouse space. These meetings will occur approximately one (1) month prior to the beginning of each term of greenhouse use. (Note: The terms of greenhouse use are defined as January to April, May to August, and September to December of each year). These meetings may be replaced with electronic approval of greenhouse space assignments with the approval of all committee members.

Additional meetings may be necessary to address other tasks of the committee as required.

## Responsibilities

### *Committee*

The responsibilities of the Greenhouse committee are as follows:

- Assign greenhouse space,
- Approve changes to documentation associated with the Greenhouse, including, but not limited to: the greenhouse policy, committee terms of reference, information reference sheet, and application forms,
- Implement required maintenance and repair of the greenhouse facilities, as informed by the greenhouse technician and user requests and subject to the budgetary approval of the Head of the Biology department, and

- Determine and enforce disciplinary action for user violation of greenhouse policy guidelines.

### *Chair*

The responsibilities of the Chair of the Greenhouse committee are as follows:

- Serve as a central communications contact for the committee to:
  - Facilitate communication between users, committee, and staff,
  - Send and receive committee communications,
  - Administrate applications,
  - Calculate and assign space usage charges, and
  - Submit and maintain maintenance requests, as well as
- Maintain records of committee activities, in particular of space allocation and maintenance.

### *Greenhouse technician*

The duties of the greenhouse technician will be assigned to a member of the Biology department technical staff as a component of his or her assigned workload. The responsibilities of the greenhouse technician are as follows:

- Maintain, monitor, and operate greenhouse facilities on a day-to-day basis:
  - Set environmental controls for user projects, specifically those regulating the temperature, light, and water controls of the facilities,
  - Design and implement the integrated pest management system, and
  - Monitor greenhouse facility usage by users.
- Report relevant greenhouse information to the committee, including normal operations, required maintenance, and infractions of greenhouse policy,
- Monitor and maintain the greenhouse during emergency situations, such as power or water shutdowns, and serve as the primary contact for emergencies,
- Communicate with greenhouse users, specifically to:
  - Inform users of appropriate greenhouse use via orientation tours and
  - Answer user questions on plant care and greenhouse use.

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