

2008 Skeena – BVLD Woodstove Exchange Program
Woodstove Exchange Advisory Committee
Draft Terms of Reference

Purpose: To consider and recommend ways to continuously improve the delivery and success of the Skeena - BVLD Woodstove Exchange Program

Member Responsibilities:

- attend biannual meetings
- contribute insights and suggestions for continuously improving the delivery and success of the Woodstove Exchange Program.
- complete and respond to any action items that they commit to take on during or after the meeting.
- to report to Board on delivery and success of the program on a quarterly basis

Agenda discussion topics will consider ways of fostering sustainable behaviors by applying lessons of Community Based Social Marketing (raising community awareness and buy-in, getting the word out with effective advertising and promotion, improving burn habits through public education, removing program barriers and increasing incentives, etc.).

Authority: The Committee is strictly advisory in nature, but will be a great opportunity for program partners and interested individuals to participate in and contribute to a worthwhile Community Based Social Marketing program.

Accountability and Reporting: The committee is Ad-hoc, with members voluntarily accountable to the Woodstove Exchange Program's success by providing guidance and direction to the program coordinator.

Frequency: The advisory sub-committee will meet biannually, most likely in early September (prior to the busy fall season), and in February (prior to the spring exchange campaign).

Membership: Will consist of program coordinator, AMS representative(s), and will be extended to program partners who are wishing to participate. Program coordinator will also recruit local individuals who may contribute more diverse perspectives and insights.

Role of Staff: Program Coordinator will be responsible for planning and facilitating session, as well as carrying out any agreed upon recommendations and actions.

Using Less Wood and Being Good to Our Neighbourhoods!