

# LETTER OF AGREEMENT

- between -

**P. R. COMMUNITY & STUDENT ASSOCIATION (SADLEIR HOUSE FACILITY) O/A PRCSA** – a corporation without share capital

- and -

*Alissa Paxton*

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## CONVENOR

### *About the P. R. Community & Student Association (Sadleir House Facility)*

The P. R. Community & Student Association (PRCSA) is a registered charity and non-profit community and student organisation governed by a volunteer Board of Directors. It was formed in 2004 through the efforts of Trent University students and Peterborough community members in response to the lack of available student space at Trent University and the perceived weakening of University ties to the Peterborough community through the closure of one of Trent's downtown residential colleges. The group worked tirelessly to fund-raise and repurchase Sadleir House - an architectural jewel with a significant history both at Trent University (as the flagship of the former Peter Robinson College) and within the City of Peterborough (as the former home of James Kendry, J. R. Stratton, and The Sheehy family) - to create a space where community would be able to occur and to ensure a tangible link between the students of the University and the community could exist.

Sadleir House was founded on a philosophy of collegiality which supports ideas of informal education to enrich the lives of members of the Trent and Peterborough communities. We are a multi-faceted facility encompassing program and performance areas; office spaces; a library; and public grounds. The facility is owned and operated on behalf of the students of Trent University to be shared with the Peterborough Community as a whole; in this way we aspire to be an interface between Trent University and the broader Peterborough community. Sadleir House has been host to a broad spectrum of social, cultural, recreational, and academic events and community activities with consistent usage patterns that show a healthy mix of student and community driven activities. Sadleir House is a space of infinite potential and infinite possibilities which is reflected in our day-to-day operations: anything can happen.

### *The Position of Convenor of Sadleir House*

The Convenor will be responsible for the development and support of Sadleir House's facilities as a vibrant venue for a variety of uses. The Convenor will be ultimately responsible for handling bookings of Sadleir House facilities including meeting rooms, common rooms and the outdoor grounds. In addition, the Convenor provides support to the Steward of Sadleir House and the

overall mission of the facility.

### Qualifications

The Convenor has the necessary experience and skills to win respect within the community and to fulfil the responsibilities of the position at a very high standard. The following qualifications, experience, and personal attributes are seen to be desirable:

- Familiarity with collegially based post-secondary educational institutions both administratively and experientially;
- Demonstrated ability to communicate effectively with a wide variety of individuals and groups, particularly students. Must be able to act as an effective liaison between Sadleir House and its wide variety of regular users and to effectively communicate Sadleir House policies and user needs;
- Experience working with non-profit organisations under strict and considerable financial constraints;
- An administrative background including experience with: event management; alcohol and/or food service; general knowledge of theatre/music performance technical requirements; and general office management;
- A demonstrated ability to effectively manage multiple tasks and projects reflective of a high degree of organisational and task management skills;
- An advanced university degree, or the equivalent in education and experience;
- Energy, endurance, and a willingness to accommodate the personal demands of the position.

### General Duties, Responsibilities, and Authority

Under the authority of The Steward of Sadleir House, the Convenor shall be delegated the authority and responsibility to handle all matters relating to the use of Sadleir House event facilities including, though not limited to, rentals, furnishings, general use, and promotion. The responsibilities of the position are intentionally broad so as to reflect the ever-changing environment of the organisation.

Duties will include, but are in no way limited to, the following:

- I. To develop and administer policies and rules for the use and booking of the Sadleir House facilities, including:
  - (a) Development of a schedule of fees to be paid for rental of the space or to be charged for services rendered in or in relation to the space;
  - (b) Facilitating community events through sponsorship programmes that include use of Sadleir House facilities at reduced or zero cost;
  - (c) Fulfillment of Sadleir House's aims and objectives through community produced programming opportunities.

- II. To administer the booking of facilities, including:
- (a) Maintaining not fewer than twenty office hours per week;
  - (b) Ensuring required furnishing and equipment are provided and that these needs are communicated to other staff;
  - (c) Assisting the Steward of Sadleir House in management of the accounts receivable as pertaining to use of Sadleir House facilities;
  - (d) Maintaining statistics on the users and types of use being undertaken for the use, and as requested, by the Steward of Sadleir House and the Board of Directors.
- III. To manage Sadleir House liquor and food service operations, including:
- (a) Maintaining adequate stock;
  - (b) Assuring awareness and compliance with all regulations as laid out by the Alcohol and Gaming Commission of Ontario, the Peterborough County-City Health Unit, and all other appropriate government agencies;
  - (c) Training staff, including administration of the SmartServe Training programme to Sadleir House staff.
- IV. To develop and administer staffing for events and bookings, including:
- (a) Regular scheduling of House Wardens in consultation with the Steward of Sadleir House;
  - (b) Keeping bar and food services requirements in mind when scheduling staff;
  - (c) Assisting the Steward of Sadleir House in the hiring of staff with particular attention to the needs of users of the facility.
- V. To manage, maintain, and operate technical equipment for Sadleir House facilities (e.g. lighting and sound systems), including:
- (a) Advising the Steward of Sadleir House when maintenance, replacement, or new equipment is required;
  - (b) Undertaking periodic inventory of Sadleir House equipment.
- VI. To solicit, promote, and encourage the rental and use of Sadleir House for meetings, performances, and rehearsals by student and community groups;
- VII. To promote or otherwise publicise events at Sadleir House as required, especially those events produced by Sadleir House;
- VIII. To assist the Steward of Sadleir House in cultivating strong, supportive, and creative, relationships with the broader community through participation in Sadleir House;
- IX. To assist the Steward of Sadleir House with the day-to-day operation of Sadleir House as they relate to the duties outlined above.

### Conflict of Interest

The Convenor shall be accorded the prerogative to accept gainful employment from, or provide service to, persons or legal entities not connected with the PRCSA. Use of resources to support these activities shall not be deemed to be a conflict of interest provided such use does not diminish the value or usability of said resources and that the integrity of the Offices and Activities of the PRCSA is maintained. The Convenor shall appropriately recompense the PRCSA for any such use of resources that results in damage to the value or usability of said resource, whether monetary or otherwise.

The Convenor shall be accorded the prerogative to communicate an opinion, as a private individual, through the media, or any other means, so long as it is made clear that in this act the Convenor does not speak for nor represent the PRCSA.

Notwithstanding, and within the spirit and intent of this agreement, the Convenor must avoid any conflict of interest with respect to their fiduciary responsibility, and shall report to the Steward of Sadleir House any possible conflicts that may develop before completion of this agreement.

Further, the Convenor shall preserve and enhance the public trust in the organisation by putting the interest of the organisation ahead of all other business and personal interests.

### Provision to Delegate

The Convenor may hire or contract individuals, who shall report to the Convenor and to whom the Convenor may delegate in sum or in part, the overall responsibility for specific aspects of the duties outlined herein. Such hiring or contracting shall be subject to the availability of funds as approved by the Board of Directors through established budgetary processes and subject to approval by the Steward of Sadleir House. The Convenor may, at his or her own personal expense, hire or contract individuals to undertake some, but not all, of the responsibilities as outlined herein on their behalf, subject to approval by the Steward of Sadleir House. In all cases this shall not divest the Convenor of their fiduciary duty to the organisation or the ultimate responsibility for those activities.

### Remuneration

The Convenor shall be paid the sum of \$18,720 per annum based upon a thirty hour workweek; plus an additional sum of \$250 per annum as a payment in lieu of health benefit, for use in acquiring or providing health and dental benefits, or discretionary expenses at the discretion of the Steward. This salary shall have an annual increase, effective the first day of September in each year, subject to negotiation and not less than the “consumer price index” (CPI) promulgated by Statistics Canada + 1%. It is the general intention that any negotiation above and beyond this amount shall be held between the months of June and August each year for consideration in the budget process.

The PRCSA shall provide the Convenor all benefits required by the Employment Standards Act, 2000 and its regulations for regular employees, and shall reasonably provide other benefits, such as paid leave in lieu of overtime, and unpaid leave by mutual agreement. The PRCSA shall not deny a reasonable request for unpaid leave provided acceptable coverage of duties in the absence of the Convenor is arranged in coordination with the Steward.

