Members of the Furniture Committee

Subcommittee of the WIRB Move Team

Effective February 2017 – January 31, 2018

Representatives: Elizabeth Hayden, Jessica Grahn, Bea Goffin, Aaron Gibbings (designate Avital Sternin), and Katy Evans (recorder)

TERMS OF REFERENCE

Composition and Elected Term:

Membership on the Furniture Committee is determined by the Move Team and approved by the Steering Committee for the Brain and Mind Institute. Membership will consist of at least 2 core members, 1 postdoc/trainee rep and 1 administrative position. One representative from the Furniture Committee will be selected by the membership to report to the Move Team.

The membership term for the Furniture Committee will be one year or until the relocation to the Western Interdisciplinary Research Building (WIRB) is complete.

Responsibilities:

- Coordinates all furniture assessments, purchases and installations (with the Facilities Management consultant), selects artwork and reviews signage needs, based on the guiding principles provided by the Steering Committee and the direction given by the Move Team.
- Interfaces and liaises with BMI members, consultants and all committees involved in the relocation planning process to WIRB.
- Reports to the Move Team on the committee’s progress, as often as requested.
- Submits motions to the Steering Committee to be considered for approval.

The Furniture Committee will meet as often as required or requested.