



## Canadian Glass Association

"Working together for the betterment of the Canadian glass industry"

### TERMS OF REFERENCE FOR TECHNICAL COMMITTEE

1. Purpose of the Technical Committee  
The committee will:
  - (a) Expand the body of knowledge related to the practice of glazing throughout Canada.
2. Chair and Membership  
The Technical Committee consists of a chair, and volunteer members from each of the Provincial/Regional Associations.
  - (a) Chair: Leonard Pianalto
  - (b) Members TBD
3. Responsibilities
  - (a) Ensure that the glazing specifications manual is kept up to date.
  - (b) Stay informed of any new issues or technical changes in the industry.
  - (c) Respond to the needs of society as related to the practice of glazing as new technology is introduced into the marketplace and as the government imposes new demands on the industry.
  - (d) Produce articles for the newsletter. As a minimum the technical committee will produce one article per newsletter edition. Topics can be varied by must be focused on technical issues relevant to the practice of glazing.
4. Meetings and Time Commitment  
Meetings will be held virtually until the budget is in place to support travel. More information on this to follow, but it is expected that there will be no more than 10 hours per month expected in volunteer time.
5. Staff Contact  
The staff contact for the committee is the Executive Director who attends each meeting and takes the minutes.
6. Budget  
The committee does not have a budget as of yet. No expenditures of commitments against that budget may be made without the authorization of the committee chair.  
  
Budgets will be reviewed annually for modifications and revision.