



Tsi Tyónnheht Onkwawén:na

Keeping Our Language Alive

1658 York Road
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TTO Building Committee Call for Members

Purpose:

This committee will support the establishment of the Kenhtè:ke Language and Cultural Centre. The role of the building committee is that of a leadership position. Committee members will assist in decision making, fundraising, and other planning activities.

Membership:

Members of the committee will include representation from TTO and its Board, the project architect (once selected), the Tyendinaga Mohawk Council, and members of the community.

The committee shall include up to nine members. Key project vendors will not form a part of the committee but may be asked to provide presentations and updates.

Members with expertise in fundraising, construction, Mohawk language and culture, or related fields are preferred.

Responsibilities:

1. Attend a monthly (virtual) meeting, and other meetings as needed
2. Assist in project hires (architect) and evaluating vendor bids, such as construction quotes, and other project planning
 - a. Work directly with the architect during several phases of planning the site/design; review designs for approval and cost estimates of those designs
 - b. Architect will provide his/her schedule of tasks that are required from the building committee which will serve as a framework for the committee's tasks and target dates
3. Set target dates for progress reports and written reports presented to the community. Keeping the community informed of critical information concerning the project development is paramount.
4. Together with the architect and others, decide on the construction delivery method.
5. Review and approve all contract documents prior to bidding and start of construction.
6. Accept bids for the construction and stay informed of the construction work.
7. Consider the budget and organization finances at every phase of the planning and construction including review of the contractor's monthly pay request after its approval by the architect.
8. Support the execution of fundraisers, launch events, and other project deliverables
9. Help raise awareness of the project in the community

Letters of application that clearly outline and/or demonstrate your area of expertise and interest in this project should be sent in by **December 18, 2020** to: 1658 York Rd., Tyendinaga Territory, Ontario, K0K 1X0 or emailed to tto@kenhteke.org. Applications will be reviewed by a sub-committee comprised of TTO and MBQ members. Potential members may be called for an informal interview prior to appointment.