

## **CHARTER FOR CLUBHOUSE DINING ROOM COMMITTEE**

### **AUTHORIZATION**

The Clubhouse Dining Room Committee is established by the Board of Directors under ARTICLE V, Section 2(g), of the By-Laws of the Heritage Harbour Community Association on February 10, 1998, and serves at the pleasure of the Board.

### **PURPOSE**

The Board of Directors requires the support of the Clubhouse Dining Room Committee to establish and maintain a smooth and successful operation of the Clubhouse Dining Room.

### **SCOPE**

Except as hereinafter restricted, the area of responsibility for the Clubhouse Dining Room Committee is the operation and development of the Clubhouse Dining Room, including the patio area, dining room, restrooms, storage areas, back room, kitchen, and hallway. The area of responsibility includes equipment and furnishings used for preparing and serving food and beverages in the Dining Room and on the patio. The area of responsibility excludes the utilities to the Dining Room and equipment therein, which are under the cognizance of the Buildings Committee.

### **PRIMARY FUNCTIONS**

The primary functions of the committee are:

- Formulate and recommend to the Board policies, operating procedures, rules, and regulations for use of the Clubhouse Dining Room
- Participate in long range planning for maintenance of Dining Room facilities
- Recommend and justify capital improvement projects to the Board of Directors
- Make recommendations to the General Manager regarding Dining Room projects
- Monitor and evaluate the effectiveness of the General Manager in the exercise of its responsibilities for operation of the Dining Room
- Review propose solicitations and evaluate proposals for the contract for the Dining Room Manager, as requested by the General Manager or the Board
- Review for the Board proposed budgets for the Clubhouse Dining Room activity.

## **SPECIALIZED FUNCTIONS**

The committee has the following specialized functions:

- Coordinate with the General Manager on suggestions made by Dining Room users and members of the community
- Arrange and coordinate special events for the Clubhouse Dining Room.

## **COORDINATION**

The committee shall coordinate with the Board of Directors the planning and implementation of all proposed and approved Dining Room-improvement projects that might expend capital improvement resources. The committee shall coordinate its activities with the General Manager and with the Golf Committee, Buildings Committee, Grounds Committee as necessary for the operation of the Clubhouse Dining Room. The committee should send representatives to the periodic coordinating meetings of Board Chartered Committees.

## **MEMBERSHIP**

The committee shall have:

- A chairperson committed to the effective functioning of the committee appointed by the President in consultation with the Board of Directors and can be suggested by the committee.
- At least two other members to be selected by the chairperson.

The committee shall adopt committee rules that define its officers, terms of office, election procedures, and membership procedures and file these rules in the Association office, which shall be retained as part of the Association's records.

## **MEETINGS**

All meetings will be open to all Association members. Interested parties are strongly encouraged to attend. Meeting dates will appear in the schedule of meetings advertised in *Harbour Lights* and will be advertised on the Heritage Harbour television channel monthly.

Accurate minutes will be recorded at each meeting and detailed records will be maintained of all committee proceedings. Committee records will be available for review by the Board of Directors or any Association member, and be retained as part of the Association's records.