

CHARTER FOR COFFEE CORNER COMMITTEE

AUTHORIZATION

The Coffee Corner 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 Coffee Corner Committee to establish and maintain a smooth and successful operation of the Coffee Corner located in the Community Lodge.

SCOPE

Except as hereinafter restricted, the area of responsibility for the Coffee Corner Committee is the operation and development of the Coffee Corner located between the Game Room and Card Room, across from the Fireplace Area. The area of responsibility includes equipment and furnishings used for preparing beverages, snacks and sandwiches. The area of responsibility excludes the utilities 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 Coffee Corner.
- Participate in long range planning for maintenance of Coffee Corner.
- Recommend and justify capital improvement projects to the Board of Directors.
- Make recommendations to the General Manager regarding Coffee Corner projects.
- Monitor and evaluate the effectiveness of the General Manager in the exercise of its responsibilities for operation of the Coffee Corner.
- Review proposed solicitations and evaluate proposals for the purchases as requested by the General Manager or the Board
- Review for the Board proposed budgets for the Coffee Corner activity.

SPECIALIZED FUNCTIONS

The committee has the following specialized functions:

- Coordinate with the General Manager on suggestions made by Coffee Corner users and members of the community
- Arrange and coordinate special events, if any, for the Coffee Corner.

COORDINATION

The committee shall coordinate with the Board of Directors the planning and implementation of all proposed and approved Coffee Corner improvement projects that might expend capital improvement resources. The committee shall coordinate its activities with the General Manager

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 prior to the meeting date.

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.