

CHARTER FOR FITNESS CENTER COMMITTEE

AUTHORIZATION

The Fitness Center 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 January 12, 1999, and serves at the pleasure of the Board.

PURPOSE

The Board of Directors requires the support of the Fitness Center Committee in the maintenance and operation of the exercise rooms.

SCOPE

The area of responsibility for the Fitness Center Committee is maintenance, upkeep, and use of the exercise rooms.

PRIMARY FUNCTIONS

The primary functions of the committee are:

- Formulate and recommend to the Board rules and regulations for the safe, efficient operation of the fitness center
- Advise and give recommendations to the Board concerning maintenance, modification, and replacement of exercise equipment
- Recommend and justify capital improvement projects to the Board of Directors
- Make recommendations to the General Manager regarding fitness center projects
- Regularly inspect the fitness center with particular stress on accommodating needs of all Heritage Harbour members
- Monitor and evaluate the effectiveness of the General Manager in the exercise of its responsibilities for operation of the fitness center
- Review proposed budgets for the committee's area of cognizance.

COORDINATION

The committee shall coordinate with the Board of Directors the planning and implementation of all proposed and approved fitness center-improvement projects that might expend capital improvement resources. The committee shall coordinate its other

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activities with the General Manager and with the Buildings Committee. The committee should send representatives to the periodic coordinating meetings of Board 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.

MEETINGS

Meetings of the committee shall be open to all Association members and be advertised in *Harbour Lights*, on the Heritage Harbour television channel, or by some other appropriate means. The committee shall provide records of its activities for filing by the General Manager. These records shall be available for review by the Board of Directors or any Association member, and be passed on to successors.