

## ***CHARTER FOR LIFELONG LEARNING AT HERITAGE HARBOUR COMMITTEE***

### **AUTHORIZATION**

The Lifelong Learning at Heritage Harbour Committee (LLHHC) is established by the Board of Directors under ARTICLE V, Section 2(g), of the By-Laws of the Heritage Harbour Community Association (HHCA) on February 13, 2013, and will serve at the pleasure of the Board.

### **PURPOSE**

The Board of Directors requires the support of the LLHHC in the development and administration of academic and health related learning programs held at Heritage Harbour.

The missions of the committee are to:

- Develop continuing education and health related classes of community interest.
- Perform scheduling, registration, and program evaluation activities.

### **SCOPE**

The area of responsibility for the LLHHC is for all educational and health related courses that are part of a tuition program developed by the committee.

### **PRIMARY FUNCTIONS**

The primary functions of the committee are:

- Interact with the community to develop a continuing learning program that includes academic and health related classes.
- Manage all aspects of the learning program such as; registration, operation, and evaluation.
- Develop and recommend to the Board operating procedures for the administration of the learning program.
- Develop budgets for the operation, and development of the learning program and present to the General Manager for review by the Budget Review Committee.
- Recommend and justify capital improvement projects to the General Manager and the Board of Directors.
- Make recommendations to the General Manager regarding projects within its area of cognizance.

## **Heritage Harbour Community Association**

- Monitor the performance of the instructors conducting classes at Heritage Harbour.
- Advise and give recommendations to the Board concerning the performance of the General Manager relative to the learning program.
- Provide assistance to the General Manager and the Board of Directors relative to the learning program, as requested by either the Board or the General Manager.

### **SPECIALIZED FUNCTIONS**

The committee has the following specialized functions:

- Work with Anne Arundel Community College and other sources to obtain instructors for the learning program.
- Provide detailed accounting of all tuition and operational funds.
- Maintain an inventory of all equipment and materials.

### **COORDINATION**

The committee shall coordinate with the Board of Directors the planning and implementation of all proposed and approved improvements and projects that might expend capital improvement, operational resources, or reserve for replacement resources. The committee shall coordinate its activities with the General Manager, Board Committees, and Registered Groups.

### **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.

### **MEETINGS**

Meetings of the committee shall be open to all Association members and be advertised in *Harbour Lights*, on the TV 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.