

CHARTER FOR ORIENTATION COMMITTEE

AUTHORIZATION

The Orientation 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 Orientation Committee in orienting new residents to the community.

SCOPE

The area of responsibility of the Orientation Committee is the orientation of new residents.

PRIMARY FUNCTIONS

The primary functions of the committee are:

- Visit new residents to describe and provide information about:
 - Available activities
 - Services rendered
 - Community governance
 - Resident responsibilities
- Maintain a record of all resident movements into and out of the community.

COORDINATION

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 terms of office, election procedures, and membership procedures and file these rules in the Association office.

Heritage Harbour Community Association

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.