

CHARTER FOR SOUND SYSTEM AND STAGE LIGHTING COMMITTEE

AUTHORIZATION

The Sound System and Stage Lighting Committee 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 October 10, 2000, and will serve at the pleasure of the Board.

PURPOSE

The Board of Directors requires the support of the Sound System and Stage Lighting Committee in the maintenance, operation, and improvement of the Heritage Harbour auditorium sound system and stage lighting system and any other sound system that may be acquired by the Association.

SCOPE

The Sound System and Stage Lighting Committee uses, operates, and maintains the sound system installed in the Lodge auditorium and all related equipment to provide audio services to support Association activities in the Lodge.

PRIMARY FUNCTIONS

The primary functions of the committee are:

- Set up and operate the sound system and stage lighting
- Develop and recommend to the Board rules and regulations for the use and operation of the sound system and stage lighting
- Review proposed budgets for the maintenance, operation, and development of the sound system and stage lighting
- Recommend and justify capital improvement projects to the Board of Directors
- Make recommendations to the General Manager regarding projects within its area of cognizance
- Advise and give recommendations to the Board concerning the performance of the General Manager relative to the sound system and stage lighting
- Provide assistance to the General Manager relative to the sound system and stage lighting, as requested by either the Board or the General Manager.

SPECIALIZED FUNCTIONS

The committee has the following specialized functions:

- Develop and conduct indoctrination and training sessions for authorized sound system and stage lighting users
- Maintain an inventory of all sound system and stage lighting equipment and materials.

COORDINATION

The committee shall coordinate with the Board of Directors the planning and implementation of all proposed and approved sound system and stage lighting improvement projects that might expend capital improvement resources. The committee shall coordinate its activities with the General Manager, with Board Committees (specifically including the Buildings, Music, Social Activities, and Television Committees), and with Registered Activities. 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.

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.