

CHARTER FOR TENNIS COMMITTEE

AUTHORIZATION

The Tennis 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 13, 1998 and serves at the pleasure of the Board.

PURPOSE

The Tennis Committee supports the Board of Directors in the maintenance and efficient operation of the tennis courts.

SCOPE

The area of responsibility for the Tennis Committee is the tennis courts, fence, shed, bulletin board, and equipment used for the tennis program, and the common property immediately adjacent to the tennis court complex.

PRIMARY FUNCTIONS

The primary functions of the committee are:

- Advise and give recommendations to the Board concerning maintenance, modification, and replacement of property within its area of cognizance.
- Formulate and recommend to the Board rules and regulations for use of the tennis facilities defined above
- Participate in long range planning for maintenance of property within its scope
- Recommend and justify capital improvement projects to the Board of Directors
- Make recommendations to the General Manager regarding projects within its area of cognizance
- Review proposed budgets for the committee's area of cognizance.
- Advise and give recommendations to the Board concerning the performance of the General Manager relative to the committee's area of cognizance.
- Provide assistance to the General Manager as requested by either the Board or the General Manager in areas of the committee's cognizance.

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- Review proposed solicitations and evaluate proposals as requested by the General Manager or the Board.

SPECIALIZED FUNCTIONS

The committee shall conduct programs unique to its area of responsibility, e.g., round robins, tennis ladders, tournaments, and tennis lessons.

COORDINATION

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