

CHARTER FOR WOODSHOP COMMITTEE

AUTHORIZATION

The Woodshop 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 Woodshop Committee in maintaining and operating the woodshop in the Community Lodge.

SCOPE

The area of responsibility of the Woodshop Committee is the Lodge woodshop and the equipment therein.

PRIMARY FUNCTIONS

The primary functions of the committee are:

- Formulate and recommend to the Board rules and regulations for operation and use of the woodshop, including such items as hours of operation, regulations, and safety rules
- Advise and give recommendations to the Board concerning the maintenance of the woodshop
- 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 maintenance of the woodshop
- Review for the Board proposed budgets for special maintenance and improvement of the woodshop.

SPECIALIZED FUNCTIONS

The committee has the following specialized functions:

- Establish criteria for qualifying members on use of power tools in the shop

Heritage Harbour Community Association

- Schedule and carry out special classes on woodshop projects
- Assist the General Manager to inventory shop tools and supplies, as requested by the Manager or the Board.

COORDINATION

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