

PSV Clubhouse Committee Charter

dated 8/11/15

Committee Responsibilities

Duties & Responsibilities for Clubhouse Committee members:

- Act as liaison between Executive Board (EB) and residents on matters related to the clubhouse. This to include, if need be, sending e-mail or written postings to residents.
- In a friendly and neighborly way, enforce all “Clubhouse Rules” at all times.
- Oversee all rentals of the clubhouse and community events, insuring all people involved with these events comply with the established rules for use of the facility.
- Committee chairperson or their designate to complete a monthly report for EB meeting stating:
 - Any improprieties or problems that the board or the management company needs to address.
 - Suggest ideas for minor improvements of repairs to facility or the grounds. These suggestions should be accompanied, if needed, with written plans, drawings and quotes.
 - Work together with the board and management company on all major repairs and projects.
- Work with EB and Property Management Co. (PM) on annual budget line items relative to the clubhouse.
- Work together with the “Social Committee” in maintaining an inventory and the purchase of supplies needed for everyday/special events. For example: cleaning, service ware, paper, basic coffee etc...
- Work together with the “Library Committee” in maintaining this service to the community.
- Set out and remove trash and recyclable containers on the scheduled days. Maintain the cleanliness of all trash containers.
- Maintain a supply of ‘ice melt’ in the foyer for use during winter months.
- Inspect clubhouse for proper use and damage following and private rental event.
- Committee chairperson or their designate supports negotiations with contractor(s), if requested by the EB.

The Committee will conduct itself in accordance with the Guidelines for Standing Committees (appended below).

Committee Members

Current Committee Chairperson and Members are listed on the community website.

Committee Meetings

Committee meetings are to be held as needed and are called by the chairperson at a time that accommodates the most committee members.

Financial

If applicable, the committee will keep financial records and include them in the monthly report.

Guidelines for Standing Committees

Unless the assembly has appointed a chairman, either directly or through its presiding officer, the first named on a committee, becomes chairman, and so should act as such unless the committee by a majority of its number elects a chairman, which it has the right to do if the assembly has not appointed one, and which a standing committee usually does.

A standing committee must report at the monthly Board meetings and annual meeting. When there is a place in the agenda provided for reports of committees, it should be presented at that time called for by the presiding officer. The Chairperson or someone designated by the Chairperson reads the report of the committee. The report must include the financial record of the committee, and include activities assembly assume responsibility for it. The report is then handed it to the presiding officer, or the secretary.

It is the duty of the chairman to call meetings of the committee, if the Chairperson neglects or declines to call a meeting of the committee; it is the duty of the committee to meet on the call of any two of its members. The chairman usually acts as secretary, but may elect a secretary, who keeps a brief memorandum of what is done by the committee, retaining a record of finances and activities.

Members of the Association have a right to appear at the committee meetings and present their views at reasonable times. But during the deliberations of the committee no one has a right to be present, except members of the committee.

The rules and bylaws of the Association apply to the committee; all major decisions should be put to vote. Instead of the chairman's abstaining from speaking on questions, the chairman should usually be the most active participant in the discussions and work of the committee.

On major decisions in order that the committee may have the benefit of the matured judgment of the committee, a reconsideration of a vote can be allowed, this prevents taking advantage of the absence of members, and enables members who were absent to bring up the question of reconsideration.