

CLUBHOUSE COMMITTEE CHARTER

PURPOSE:

To oversee the maintenance and management of the Clubhouse for the benefit of the community.

To facilitate and coordinate the daily, weekly and monthly activities and functions that occur within the Clubhouse.

GOALS:

To provide a pleasant, well-maintained facility that is user-friendly.

To seek and facilitate programs and events to serve the interests of the community.

MEMBERSHIP:

The committee shall consist of at least five (5) members, in addition to a chair. The committee is encouraged to make recommendations to the Board.

- The chair and the members of the are appointed by the Board of Directors to serve one three (3) year term.
- No member of the Board of Directors shall serve as Chair. However, a Board member may serve as a non-voting Acting Chair until another Chair can be recruited.
- It is recommended that no more than one member of a household be a member of the committee.
- Individuals may be reappointed by the Board to serve multiple consecutive or non-consecutive terms.
- A committee member may choose to resign at any time.
- The committee may invite friends to volunteer to assist and advise the committee on special projects.

The Chair will:

- Coordinate the activities of the members; Maintain a reservations calendar for clubhouse meetings, events and programs.
- Post the calendar in the clubhouse.
- Maintain an accounting of all Clubhouse Funds. Supply receipts, cash, and checks to the DVCA Treasurer.
- Be the contact for the Board liaison.
- Write quarterly and annual reports.

Members will work with chair to maintain the character and quality of the facility;

The Committee will:

- Study the Charter, Rules and Regulations – Part 4, and the parts of the Covenants and Bylaws which apply to clubhouse use. Make recommendations to the Board for changes in the Charter and Rules when necessary.
- Monitor supplies and equipment:
- Purchase supplies as needed.
- Keep records of facilities and equipment that need maintenance, and report to and plan for repair in consultation with the Maintenance Committee.
- Complete an annual inventory for insurance purposes.
- Monitor the work of the cleaning service.

- Oversee décor:
- Be responsible for clubhouse decorating, furniture, and accessories.
- Make recommendations to the Board regarding maintenance (e.g. painting) of the interior and replacement of furnishings.
- Be in charge of clubhouse holiday decorating and removing and storing decorations.
- Plan and encourage social events and programs:
- Plan an events calendar.
- Seek and facilitate hosts for planned events.
- Encourage residents to schedule and host events and programs within community guidelines.
- The committee may be invited to report on their activities at a Quarterly Meeting of the general membership.

MEETINGS:

Scheduled meetings will take place monthly. The committee will keep minutes and written records. The minutes will be sent electronically to the president and liaison as well as committee members. The Committee may meet prior to each Quarterly and Annual Meeting to prepare their report and to plan for the next quarter.

BUDGET:

The Chair will prepare an annual budget for the forthcoming year as requested by the Finance Committee and the Treasurer.

The Chair will prepare RFQs and Contracts in cooperation with the Finance Committee and as mandated by the Contract Process Policy.

This Charter adopted and approved by the DVCA Board of Directors on the 13th of March 2014.