

HIDDEN HILLS COMMUNITY ASSOCIATION

COMMUNITY CENTER AND BUILDINGS COMMITTEE

POSITION: Committee Member

TERM OF APPOINTMENT: One (1) Year

ACCOUNTABILITY: Board of Directors

COMMUNITY CENTER AND BUILDINGS COMMITTEE CHARTER: The purpose of the Community Center and Buildings Committee is to assist the Board of Directors and Management in making the most of our current facilities, recommending updates as necessary and envisioning future facilities. The overarching goal of these facilities is to facilitate social interaction, sport, and leisure for all generations. Committee members serve at the pleasure of the Board.

DUTIES & RESPONSIBILITIES

1. To fulfill its role, the Committee will prepare and follow an annual work plan of key priorities and prepare a proposed annual operating budget and calendar to be approved by the Board of Directors. Finding funding beyond allocated reserve funds for building upgrades/replacements is encouraged but not required.
2. Committee members may not sign contracts or commit the Association.
3. Committee members shall not give directives to the Hidden Hills on-site staff. Committee members should make requests to the Chair of the Committee. The Chair will contact the general manager to receive guidance. If the Chair is not available, the Chair may designate a point person to interact with the general manager.
4. If a project is recommended for the Board to approve, the Committee is responsible for working with Management for full implementation of the project. For example, including but not limited to planning, specifications, getting budget approved by the board, implementation, post implementation, identifying responsible parties, evaluation, and providing interim reports to the Board and general manager, etc.
5. Committee Members shall be responsible to be the point person(s) for all projects. This includes but is not limited to the following:
 1. Interacting with general manager who will oversee third party vendors on site.
 2. When planning a project approved by the Board, committee members shall prepare for and obtain bids from third party vendors. Should only one vendor be able/qualified to provide a unique service, then only one bid shall be required. All third party vendors must provide with their itemized bids, proof of insurance, business license and any paperwork required by Hidden Hills. No vendor will be paid cash for a project.
 3. Address other issues that may arise.

6. The Committee Chair may create a sub-committee and invite a non-committee member to participate, but that person shall not be considered a member of the Community Center and Buildings Committee and may not vote on Committee issues.
7. The Committee commits itself and its members to ethical, professional, and lawful conduct including proper use of authority and appropriate decorum when acting as Committee members.
8. The Committee will consciously invest in its ability to act competently and wisely.
9. The Committee is responsible for creating meeting schedules, member roster, agendas, taking and transcribing minutes of meetings.
10. Meeting Minutes shall be made available to the Board, general manager, and association members within five (5) business days after approval by the Committee.
11. The Committee Chair, or their designee, shall present Committee Reports to the Board and membership at the Board's regular monthly meetings. All other Committee members shall attend Board meetings as necessary.

STRUCTURE

1. The Board of Directors shall appoint the Chair of the Committee.
2. The Committee shall consist of 5-7 members. Committee members are appointed by the Board of Directors for a term of one year.
3. Liaison with various other committees as necessary.
4. Attend Committee Meetings on a regular basis. If a Committee member is absent for more than 4 regular meetings within a 12-month period or 3 consecutive Committee meetings, the member shall be deemed to have resigned from the Committee.
5. Committee members shall not receive compensation but may be reimbursed for actual expenses, at the discretion of the Board, in the performance of his/her duties. Receipts must be provided for reimbursement.

QUALIFICATIONS

1. Must be a homeowner, in good standing, with the Hidden Hills Community Association.
2. Time to devote to position.
3. Ability to accomplish tasks with others.
4. Agrees to support the Hidden Hills Community Association governing documents, policies, and initiatives.

AUTHORITY

1. Hidden Hills Bylaws, Article 7, Committees, Sections 7.0 – 7.9, and other governing documents for Hidden Hills Community Association.
2. Term of Service. Committee members may be reappointed to the Committee by the Board of Directors in accordance with the Hidden Hills Community Association Bylaws, Article 7, Committees, Section 7.4, Term of Service.