

# The Clubhouse Committee Charter

*Updated May 18<sup>th</sup>, 2016 by the Clubhouse Committee*

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## **A. Goal**

The Clubhouse Committee shall oversee the development and implementation of Clubhouse policies to ensure a high quality well maintained facility, operated effectively with members who respect the facility and staff. At the start of each Committee year, the Board of Directors will determine any additional goals for The Clubhouse Committee.

## **B. Composition, Report to the Board of Directors, Quorum**

The Clubhouse Committee shall have not less than four adult members, including one member of the Board of Directors, who acts as a liaison to the Board of Directors. It is preferred that members attend at least three (3) monthly meetings. The Board of Directors has delegated to The Clubhouse Committee the authority to sanction Clubhouse Users. All committee members, including the Board liaison, have one vote each. A quorum consists of three Clubhouse Committee members.

## **C. Responsibilities**

The clubhouse committee shall recommend, monitor and enforce rules by implementing the Mt. Park clubhouse polices to determine, including but not limited to, eligibility of clubhouse Users and will oversee user compliance with the Mt. Park Clubhouse policies.

## **D. Tasks**

Standard tasks for The Clubhouse Committee are to:

1. Assist with enforcement of the Clubhouse Rules. It is not the committee's responsibility to enforce Oregon Law regarding drivers licenses', however it is the committee's responsibility to acquire proper identification to prove MP residency as the Committee sees fit.
2. Review requests for exceptions to the Clubhouse Rules.
3. Review violations of Clubhouse Rules and determine sanctions as needed.

4. Recommend amendments to the Clubhouse Rules.
5. Annual room checklist – with more frequent monitoring as deemed necessary by the committee.
6. Recommend reserve maintenance/equipment updates.

#### **E. Policy: Clubhouse Rules adopted February 8<sup>th</sup>, 2016**

#### **F. Operating Standards & Processes**

##### Confidentiality Policy Acknowledgement Form

At the start of each new committee year, the members of the Clubhouse committee will be required to sign the Confidentiality Policy Acknowledgement Form. These forms will be kept on file in the Business Office.

##### Correspondence

All correspondence relating to Clubhouse Committee investigations should be made on official MPHOA stationery composed by a Mt. Park staff member to ensure uniformity of format with content based on the committee's decision on the matter.

##### Incident report

Upon receipt of a formal complaint (phone call, incident report or other written correspondence), the Executive Director or Manager on Duty will:

1. Resolve the matter administratively; or
2. Refer incident to the Clubhouse committee for review; The Clubhouse committee may choose to:
  - 2.1. Take no action, or refer it back to the Executive Director for administrative action;
  - 2.2. Depending on the severity of the infraction, and after obtaining approval from the Clubhouse committee, offer the clubhouse User the option of accepting the sanction or ask for a hearing with the clubhouse committee;

##### Implementation of Policy Changes

Changes to the Clubhouse Rules are subject to approval by the Board of Directors before implementation. Under general practice, Clubhouse Committee recommendations to the Board of Directors occur annually (mid committee year).

#### **G. Committee Meetings**

##### Committee Meetings

Clubhouse Committee meetings are scheduled to meet on a monthly basis. Meetings are held at 7:00pm in the Mt. Park Clubhouse. Meeting packets are sent electronically no later than the Friday before each meeting. It is essential that Clubhouse Committee members prepare for the committee's discussions and deliberations by reviewing all materials sent prior to the meeting.

##### Meeting Agenda

The Clubhouse Committee meeting agendas follow the same format each month. The following standing agenda items will be addressed each month:

1. Clubhouse committee minutes approval
2. Board decisions regarding Clubhouse committee matters
3. Requests for Exception to Clubhouse Rules
  - a. Requests for exceptions
  - b. Hearings for denied exceptions
  - c. Appeals to the Board
4. Sanctions:
  - a. Review and determine sanctions for Clubhouse violations
  - b. Hearing for sanctions
  - c. Appeals to the Board
5. Other business:
  - a. Statistics Report (incl. card scanning, exception requests)
  - b. New Business
6. Next meeting date

#### **H. Committee Budget**

The clubhouse committee does not have an annual budget. Any fees associated with legal consultation will need to be absorbed by the annual operations budget.

#### **I. Reports & Articles**

##### Monthly Meeting Report

The Clubhouse Committee submits a monthly meeting report, including minutes and exception requests to the Board of Directors. This report remains confidential.

##### Annual Clubhouse committee Report

The Clubhouse Committee Chair submits an end of the year report of accomplishments and tasks completed for publication in the Mt. Park HOA annual meeting packet to the MPHOA members.

##### Annual Policy Amendment Report

The Clubhouse Committee submits, as needed, a report to the Board of Directors with recommendations for amendments to the policy (appendix # clubhouse rules).