

RADISSON COMMUNITY ASSOCIATION

OPERATIONS COMMITTEE CHARTER

MISSION:

Support the Board of Directors, the Executive Director and the Maintenance Manager in maintaining RCA properties and facilities.

MEMBERSHIP:

The committee should consist of a maximum of five (5) Class A Members which shall include at least one member of the Board of Directors. Members who applied for, and passed, an interview with the Board of Directors shall serve a one-year term (January – December). Members serve at the pleasure of the Board of Directors and shall be appointed annually.

MEETING SCHEDULE:

The committee shall meet quarterly: February, May, August and November.

DELEGATED TASKS:

The committee conducts tasks and other duties as requested by the Radisson Community Association Board of Directors. The Board delegates the following tasks, duties and responsibilities to the committee:

- 1.** Provide input to the Executive Director on special projects, such as capital improvements, when tasked.
- 2.** Provide input on exceptions in the day-to-day operations/maintenance of the RCA properties and facilities.
- 3.** Review the annual Draft Budgets and provide input to the Executive Director.
- 4.** Perform ad-hoc tasks (i.e. new amenities) assigned by the Board of Directors and/or the Executive Director.

*Revised: February 22, 2017
Approved via Resolution # 971*