

BCA ORGANIZATION & COMMITTEE CHARTER

TITLE: COMMUNITY SERVICES COMMITTEE (CSC)

COMMITTEE TYPE: STANDING COMMITTEE

MISSION:

To improve the lives and property values of the residential and commercial members of Brandermill by organizing and conducting recreational, social, cultural and educational activities and programs and by making recommendations in these areas to the BCA Board of Directors and other committees of the Brandermill Community Association.

GOALS:

1. Develop recreational, social, cultural, and educational activities and programs, including but not limited to youth and family events, the annual Brandermill 4th of July celebration.
2. Coordinate activities with other BCA committees and with local organizations and agencies to improve the quality and availability of these activities for all age groups within the community.
3. Inform BCA members of these activities by publishing articles in the community newsletter on the Brandermill website with fliers to the community, and by other appropriate means.
4. Actively seek the advice of residents about methods to enhance the activities offered in the Community.
5. Make recommendations to the BCA Board of Directors for future community events.
6. Oversight for all operations and maintenance of the Brandermill pools.
7. Planning and oversight of Brandermill trails and parks.
8. Oversight of policies for rental of the Harbour Pointe Clubhouse and operations of the BranderBelle.

ORGANIZATIONAL STRUCTURE AND PROCESSES:

This committee shall have seven members at full strength. The Community Services Committee reports to the Community Manager and through the Community Manager to the BCA Board of Directors and operates according to the provisions of this Charter, the bylaws of the Association, the BCA General Policies for Committee Operations, and any other regulations that may be promulgated by the Board from time to time.

At full strength this committee shall have seven members. The rules governing membership terms, BCA Board liaisons and BCA staff liaisons and other standards for the operation of this and other BCA Committees are stated in the BCA Board approved document titled Brandermill Community Association General Policies for Committee Operations.

COMMITTEE POLICIES:

Written minutes will be submitted to the BCA Board of Directors following each meeting of the committee. Whenever an action taken by this committee requires action by the BCA Board of Directors the committee chair should prepare a document separate from the minutes and provide this document to the BCA President describing the action. The Chair or the Chair's designee should attend the BCA Board meeting and report in person to the Board whenever Board Action is sought by the committee or when activities of the committee merit such reporting. The membership list of the Community Services Committee will be updated as required and kept on file in the BCA Office.

STAFF LIAISON

The Director of Community Services will serve as the staff Liaison for this committee.

FINANCIAL RESPONSIBILITY

This committee will have responsibility for making recommendations for the areas of its responsibility during the budget development process and for monitoring the financial progress of those areas throughout the year.

REVIEW OF CHARTER

This Charter will be reviewed annually by the Board

APPROVAL

This Charter was approved by the BCA Board of Directors at the Board Meeting held September 8, 2014 and supersedes all previous charters approved prior to this date.