

COMMUNITY SERVICES COMMITTEE

CHARTER STATEMENT

The Board of Trustees has established the Community Services Committee to advise, assist and review matters regarding recreational activities and facilities. The Committee will make recommendations through the Recreation Director to the Board of Trustees for the operation and use of recreational facilities by residents and clubs within Leisure Village West.

Additional projects of the Committee may be accomplished through appropriate Ad Hoc committees.

The Community Services Committee:

- Works with the Recreation Department to provide interesting events and activities that will appeal to a broad spectrum of residents.
- Works with the Recreation Department to provide services to individual residents.
- Coordinates reporting of Association services to Recreation Director and the membership.

CONFIDENTIALITY

Members shall keep the Committee's confidential information in strictest confidence. Members shall not disclose or discuss such information to anyone outside of the Committee unless authorized to do so. The member shall not make use of any confidential information for their own purpose or the benefit of anyone.

Members are obligated to maintain the confidentiality of such matters and information even after the member leaves the Committee.

Committee members understand that failure to comply with the above paragraphs could lead to claims by the Association or other persons or entity, and that such disclosure may cause such claims to not be covered by the Association's insurance.

ORGANIZATION

The selection of the Chairperson shall be recommended by the members of the committee. These recommendations will be forwarded to the Board of Trustees by the Trustee Liaison for confirmation. The Chairperson shall be a member of the Advisory Council and be computer literate. The Chairperson and the committee shall assist the Recreation Director with fulfilling the duties of this charter. In

addition, Committee members will be asked to volunteer to provide hands on assistance with Recreation Department sponsored events.

The membership size of the Committee shall be limited to a workable odd number determined by the Chairperson in concert with the Community Services members, and approved by the Board of Trustees.

The approved volunteers must have the necessary experience or expertise, based upon their resume, to carry out the work of the committee.

If a member cannot attend a regularly scheduled meeting, he/she must notify the Chairperson. Three absences per calendar year may be grounds for dismissal from the Committee.

The Board of Trustees will review the position of Chairperson on an annual basis.

OPERATION OF THE COMMITTEE

Written reports and monthly minutes shall be submitted to the Administration Office on the Friday prior to the BOT Workshop meeting.

The Community Services Committee oversees the following components:

- Bingo: Club President will submit a financial report to the Recreation Director after each Bingo with a copy forwarded to the Accounting Department.
- Bus: Review monthly ridership. Suggested alternate routes will be reviewed periodically.
- Clubs: review requests for club status and club bylaw changes.
The Committee will intervene when a conflict between clubs cannot be resolved by mutual agreement. If unable to resolve it will be referred to the Board of Trustees for final disposition.
- Helping Hands: Oversee procedures and practices when requested.
- KLWV: Assist with programming when requested.
- Monthly Movie
- Pool: Review policies for the use of pools and Jacuzzi
- VISTON: Review monthly reports of services provided to residents.
- Welcome Committee: Representative from Welcome Committee to submit quarterly reports and assist with Newcomers Socials.

Approved: September 20, 2018

Amended: February 3, 2021

Amended: May 4, 2022