

## **CLUBHOUSE COMMITTEE**

### **PURPOSE:**

To facilitate and coordinate the daily, weekly and monthly activities and functions that occur within the Clubhouse.

### **GOALS**

- To provide a pleasant, well-maintained facility that is user-friendly.
- To seek and facilitate programs and events to serve the interests of the community.

### **MEMBERSHIP:**

The committee shall consist of at least five (5) members, in addition to a chair, all being approved by the Board of Directors.

#### **All members:**

- Work with chair to outline responsibilities of each individual member.
- Serve in concert with all committee members and assist them when necessary.

#### **Chair:**

- Work with each member in performing his or her specific responsibility.
- Maintain a reservations calendar for clubhouse meetings, events and programs. Post the calendar in the clubhouse.
- Maintain an accounting of all Clubhouse Funds. Supply receipts, cash, and checks to the DVCA Treasurer.
- Be the contact for the Board liaison.
- Write quarterly and annual reports.

#### **Committee Responsibility:**

- **Policy:**

Study the charter, Rules and Regulations – Part 4, and the parts of the Covenants and Bylaws which apply to clubhouse use. Make recommendations to the Board for changes in the charter and rules when necessary.

- **Supplies and Equipment:**

1. Purchase supplies as needed.
2. Keep records of equipment that needs maintenance to report to and plan for repair in consultation with the Maintenance Committee.
3. Complete an annual inventory for insurance purposes.
4. Monitor the work of cleaning service. Prepare contracts and procure bids when necessary.

- **Décor:**

1. Be responsible for clubhouse decorating, furniture, and accessories.
2. Make recommendations to the Board regarding maintenance (e.g. painting) of the interior and replacement of furnishings.
3. Be in charge of clubhouse holiday decorating and removing and storing decorations.

- **Social Events and Programs:**

1. Plan an events calendar.
2. Seek and facilitate hosts for planned events.
3. Encourage residents to schedule and host events and programs.

**MEETINGS:**

Meetings will take place prior to each quarterly and annual meeting to prepare the quarterly report and to plan for the next quarter. Other meetings will take place as needed.

**BUDGET:**

An annual budget for the forthcoming year will be prepared as requested by the Finance Committee and the Treasurer.

This Charter adopted and approved by the DVCA Board of Directors on the 7<sup>th</sup> of February 2008.