

## **Diamondhead Property Owners Association Administration Committee Charter**

### **Purpose**

This document details the establishment of an “Administration Committee” to provide support to the General Manager (GM), Comptroller, and any staff member, as identified by the GM that is in need of support. The committee is advisory in nature and has no executive authority.

### **Meeting Frequency, Format, and Minutes**

Meeting Frequency – as required and determined by the Chair.

Location – will be announced by the Committee Chair.

Meeting Format – meetings may be held via telephone, electronic mail, or in person as determined by the Committee Chair.

Minutes – the committee shall keep minutes of its meetings and they will be electronically transmitted to the Board Secretary for archival purposes.

### **Membership**

The committee is shall be comprised of three members, with the chair selected by the Diamondhead POA Board President.

Chair:

Member:

Member:

### **Hierarchical Structure**

The Committee Chairman reports directly to the President of the Diamondhead POA Board. The Chairman will make an official written report monthly to the President regarding the committee’s activities.

### **Background**

The Diamondhead Property Owners Association has been in a long period of operation without the benefit of a full-time General Manager. The new General Manager will need support and background information as he or she manages the transition. The Association is in a state of transition, migrating from an antiquated highly proprietary accounting system to commercial off the shelf software, *QuickBooks Enterprise*. The comptroller will need support as budgets are reviewed and reporting details and procedures is updated.

**Guidance**

The Committee shall perform its duties within the following guidelines:

- The Committee’s recommendation(s) to the Board shall be based on a majority vote. No single Committee member may act on their own.
- The Committee has no fiscal authority and no direct authority over an Association Department Head or employee.
- No Committee member will direct or otherwise inform an Association employee.
- The Committee shall comply with memorializing their actions in writing and deliver them to the Board Secretary within one week of meeting.

Submitted for consideration by the Board of Directors this \_\_\_\_\_the day of \_\_\_\_\_, 2018.

Robert Marthouse  
President, Diamondhead POA Board of Directors

**Diamondhead Property Owners Association  
Golf and Country Club Committee Charter**

**Purpose**

This document details the establishment of a “Golf and Country Club Committee” (the Committee) to provide support to the General Manager (GM) of the Property Owners Association (the Association). The Committee will act as a recommending body and support resource to the President and the GM. Areas of focus will be golf operations and course maintenance and food, beverage, and banquet services. The committee will be tasked with the evaluation of specific areas (e.g., 19th Hole, Pro-Shop, Dining Room, etc.) of the operation as determined and directed by the President and the GM.

**Meeting Frequency, Format and Minutes**

Meeting Frequency: as required and determined by the Chair.

Location: will be announced by the Committee Chair.

Meeting Format: meetings may be held via telephone, electronic mail, or in person as determined by the Committee Chair.

Minutes: the committee shall keep minutes of its meetings and they will be electronically transmitted to the Board Secretary for archival purposes within one week of each meeting.

**Membership**

The committee is shall be comprised of four members, with the chair selected by the Diamondhead POA Board President.

Chair:

Member:

Member:

Member:

**Hierarchical Structure**

The Committee Chairman reports directly to the President of the Diamondhead POA Board. The Chairman will make an official written report monthly to the President regarding the committee’s activities. The Committee may form sub-committees as needed. Such sub-committees will be overseen by the parent committee and will report as the Chairman directs.

**Background**

As the newly elected board and GM begin a transition and evaluation period, support including historical information and evaluation will be needed. The Country Club operational losses must be addressed. As the Board decides to implement change, it will consider the Committee's research, recommendations, and reports on the operational components in question.

### **Procedures**

The Committee shall perform its duties within the following procedures:

- The Committee's recommendation(s) to the Board shall be based on a majority vote. No single Committee member may act on their own.
- The Committee has no executive or fiscal authority and no direct authority over an Association Department Head or employee.
- No Committee member will direct or otherwise inform an Association employee.
- The Committee shall comply with memorializing their actions in writing and deliver them to the Board Secretary within one week of meeting.

Submitted for consideration by the Board of Directors this \_\_\_\_\_ the day of \_\_\_\_\_, 2018.

Robert Marthouse  
President, Diamondhead POA Board

**Diamondhead Property Owners Association  
Recreation Committee Charter**

**Purpose**

This document details the establishment of a “Recreation Committee” (the Committee) to provide advice and recommendations to the Property Owners Association Board regarding policies, procedures and initiatives within the Association’s Recreation Department.

**Meeting Frequency, Format and Minutes**

Meeting Frequency: as required and determined by the Chair.

Location: will be announced by the Committee Chair.

Meeting Format: meetings will be held in person, typically in the Diamondhead Country Club meeting rooms or the Community Center as determined by the Chair.

Minutes: the committee shall keep minutes of its meetings and they will be electronically transmitted to the Board Secretary for archival purposes within one week of meeting.

**Membership**

The committee is shall be comprised of three members, with the chair selected by the Diamondhead POA Board President.

Chair

Member

Member

**Hierarchical Structure**

The Committee Chairman reports directly to the President of the Diamondhead POA Board. The Chairman will make an official written report monthly to the President regarding the committee’s activities.

**Background**

The Diamondhead Property Owners Association provides and maintains, at a certain level, amenities for the use of its members. One key aspect that crosses all amenities is recreation. The Property Owner’s Association Board supports a robust recreation program in support of our entire population. While the focus of the Committee is primarily recreation opportunities for school-aged children, their span of interest includes recreation opportunities for all ages.

**Guidance**

The Committee shall perform its duties within the following guidelines:

- The Committee shall consult with the POA General Manager to recommend policy or procedural changes or develop and recommend new initiatives for the Board to review and vote upon.
- The Committee's recommendation(s) to the Board shall be based on a majority vote. No single Committee member may act on their own.
- The Committee has no fiscal authority and no direct authority over any Association Department Head or employee.
- No Committee member will direct or otherwise inform an Association employee.
- The Committee shall comply with memorializing their actions in writing and deliver them to the Board Secretary within one week of meeting.

Submitted for consideration by the Board of Directors this \_\_\_\_\_ the day of \_\_\_\_\_, 2018.

Robert Marthouse  
President, Diamondhead POA Board