

RIVERSHYRE POOL COMMITTEE CHARTER

Rev. 1, Effective Date: 5/9/17

PREAMBLE:

- (1) The Committee is advisory to the Board of Directors.
- (2) The Committee shall be composed of a chairperson and members selected from a representative group of active, paid-up pool users.
- (3) The Committee Membership shall approve by a majority of the Pool Committee Members. The Board of Directors can overturn Pool Committee Membership by Majority vote.
- (4) The Committee chairperson shall be appointed annually.
- (5) The Committee shall be comprised of one (1) Chairman, one (1) Treasurer, one (1) Secretary and four (4) to six (6) active members. Additional members can be part of the committee, serving in an administrative role.
- (6) The committee shall be comprised of subcommittee groups which are responsible for finance (budget), concessions, facility management and upkeep, long term planning, CPO oversight.
- (7) The Committee shall hold periodic meetings as described in the duties below and shall be comprised of a majority (50% +1 = 5) of committee members to hold official business. The quorum can be adjusted by the attending membership, if a majority is not obtained. However, significant issues and budgetary spending business cannot be approved by the adjusted quorum.

DEFINITIONS:

CPO – Certified Pool Operator, this is the entity responsible for the maintenance of pool to meet state laws and regulations.

DUTIES:

The primary responsibility of the pool committee is to maintain the safe and sanitary operation of pool facilities and to obtaining maximum facility use.

Pool Committee Responsibilities:

1. Shall meet monthly during the months of January through September.
2. Shall act as the sole liaison between the pool members and the CPO. All suggestions and complaints will be handled by one of the pool committee members and these actions are to be reported at the monthly meetings.

Chairman:

1. Shall review the insurance file (Rider) with the Board at least annually and assure that all assets are adequately covered.
2. Shall advise neighborhood Management of any known problems or repair needed in surrounding/adjacent facilities.
3. Shall provide monthly Committee Activity updates (meeting minutes) to the Board, before scheduled Board Meeting, as requested.
4. Shall ensure that the CPO is given a copy of the Injury Prevention Policy and instructed in safety issues and other issues relating specifically to Rivershyre.
5. Shall establish and maintain a pool service contract with a Certified Pool Operations agency, which shall ensure that Attendants are hired annually and that all certifications are in place as required. (Normally the process starts the end of March with CPO retained in May).

Treasurer:

1. Shall develop the budget for the pool committee.
2. Shall be responsible for paying bills, debts and invoices.
3. Shall annually reconcile the utility and insurance bills with the BOD treasurer.

Secretary:

1. Shall contact and involve all volunteers who signed up at the Annual Meeting.
2. Shall provide regular updates to the Newsletter.
3. Maintain and distribute meeting minutes to pool committee members.

Finance Members

1. Shall review the annual budget prepared by the Treasurer prior to submittal to the Board.
2. Shall help build and maintain an adequate reserve fund to be used for periodic pool equipment replacement and maintenance.
3. Shall be responsible for tracking and spending fund-raiser and pool memorial monies.

Facility Members

1. Shall make improvements, repair, or changes to the pool, its enclosure, dressing rooms, etc.
2. Shall ensure the required postings are maintained on pool property as required by law.
3. Shall track and trend the management of the pool facilities by the CPO and identify, in writing, any discrepancies found.

Concession Members

1. Shall ensure concessions are maintained in adequate supply based on seasonal requirements and end-of-season run-out.
2. Shall ensure the concession area and equipment is maintained clean and operable.

Planning Members

1. Shall help establish facility rules, regulations, and laws of operation, including pool operating hours, rules and activities, as-well-as, Swim team use, exercise classes, adult only lap swimming, children or junior sessions and special events.
2. Shall suggest social programs, YMCA swimming instruction programs, and other pool-related activities as indicated by the community and the nature of its facilities and within the limitations of insurance policy restrictions.
3. Shall involve the youth and elderly of the community.
4. Plan future needs and propose changes to the committee.

Swim Team Sub-Committee

1. The Swim Team shall maintain a subcommittee to the Pool Committee and be responsible to report status to the pool committee, as requested.
2. The Swim Team shall maintain a budget as a line item to the pool committee budget.
3. Major expenditures, required to support the swim team, shall be brought to the pool committee for consideration. Funding will be decided as a percentage of each committee's budget.

AUTHORITY

The Committee/Pool Chairman:

- (1) May spend up to \$200 per month without obtaining prior approval from the Committee quorum, with the exception to concessions.
- (2) The Chairman must report the expenditures at the next Regular Board meeting, as requested.
- (3) The Chairman or a majority of active members can order a vote to remove any member(s). This will be accomplished by written ballot and will be reported as approved/rejected by majority rule.

/Original Signed/

Approved by Chairman of the Board
Rivershyre Community Association

9 May 2017

Date