

# ***Mount Baker Community Club***

## **ASSUMPTIONS REGARDING COMMITTEE & TASK FORCE CHARTER EXPECTATIONS:**

- 1) The system of Committees and Task Forces is envisioned as a means to encourage coordination and collaboration between the various functions of the Mount Baker Community Club Board; it is not intended to be a method of command and control; for those of us who like visual images, please think “circle”, not “pyramid”. The system is further viewed as a means of reducing the “silo effect” which can occur when various functions operate without adequate communications between the various sub-groups of the organization.
- 2) The word “Expectation” should be read as meaning “Guideline”, not “Commandment”. It is assumed that this is a living document, which will be refined over time as the needs of the Board evolve.
- 3) Each of the tasks that a Committee or Task Force is charged with is meant to act as a “goal” or an “area of responsibility”; specific time lines for implementation should be determined by a current Strategic Plan or the Annual Work Plan developed by the Executive Committee and the Chair of each Committee or Task Force.
- 4) Each Committee or Task Force is charged with bringing recommendations for actions to the full Board for approval and direction on implementation. No Committee or Task Force is empowered to act independently without prior Board approval, as evidenced by an affirmative vote of the Board at a regularly scheduled meeting (or, in the case of rare emergencies, by action of the Executive Committee).
- 5) The term “Committee” is meant to connote an area of responsibility or series of tasks that require ongoing or “permanent” attention; the term “Task Force” would connote a task of limited duration.

## **CURRENT COMMITTEES (in alpha order):**

Clubhouse  
Communications  
Development Committee  
Executive  
Finance  
Governance & Nominations  
Parks & Open Space  
Programming  
Zoning, Land Use, Planning & Transportation

## **POSSIBLE ADDITIONAL COMMITTEES/TASK FORCES:**

Centennial Celebration Task Force (*Expectation to be developed*)

October 2009

Updated September, 2010 to reflect Events/Programs changes, ZLUPT revision; Charter/Expectations labeling

# *Mount Baker Community Club*

## **CLUBHOUSE COMMITTEE CHARTER EXPECTATIONS**

### **Purpose:**

The Clubhouse Committee shall:

- Evaluate the maintenance needs at the Mt. Baker Community Club building, and advise the Board on maintenance needs;
- Recruit, hire, support, and if necessary, terminate the Clubhouse Manager;
- Oversee and monitor, with lead support from Clubhouse Manager, the day-to-day management of the building operations, including the marketing and renting of the facility; review and periodically update Clubhouse use contracts, long-term leases and associated rates and fees; and
- Identify long-term capital replacement needs that will be required to ensure the success of the Clubhouse operations.

### **Members:**

The Committee shall include a minimum of three (3) Board Members, with participation by community members strongly encouraged. The Chair of the Board and the Treasurer are “ex officio” members of this Committee, with “voice” and “vote.”

### **The Committee will:**

1. Develop and maintain Clubhouse use policies and procedures that are mindful of our neighbors;
2. Develop and maintain an outreach and marketing plan to attract potential users;
3. Develop, and periodically update, standardized rental and use contracts;
4. Monitor emerging needs of the various users, and recommend modifications of the building to meet those needs;
5. In conjunction with the Finance Committee, develop an annual operating budget;
6. In conjunction with Finance Committee, develop and periodically update rates and fees, including reduced rates for MB residents and local nonprofit users;
7. Ensure the acquisition and maintenance of adequate operations-related equipment;
8. Inspect the entire premises annually, and develop an annual repair & replacement program for inclusion in the annual budget;
9. Develop a long-term maintenance, repair, and capital replacement program for the building facilities;
10. Develop a long-term “sustainable renovation” plan, to reduce the reliance of the building on non-renewable resources; and
11. Provide annual performance review with clubhouse manager.

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Updated September, 2010 to reflect Events/Programs changes, ZLUPT revision; Charter/Expectations labeling

# *Mount Baker Community Club*

## **COMMUNICATIONS COMMITTEE CHARTER EXPECTATIONS**

### **Purpose:**

The Communications Committee shall:

- Evaluate the communications needs of the Mt. Baker Community Club, and advise the Board on those needs;
- Identify, edit, and publish information of interest to the Community in a variety of print and electronic media; and
- Review the types and effectiveness of the media used, with the goal of maximizing the number of “points of contact” with all members of the Mount Baker community, including residents, businesses, and local students.

### **Members:**

The Committee shall include a minimum of three (3) Board Members, with participation by community members strongly encouraged. The Chair of the Board is an “ex officio” member of this Committee, with “voice” and “vote.”

### **The Committee will:**

1. Develop, publish and distribute the Mount Baker View, at least four times per year;
2. Update and maintain the Mt Baker website;
3. Coordinate with MBCC Committees to identify items of publishable interest;
4. Review the continued use of the block watch distribution system for items of community interest;
5. Review and advise on the use of various “yahoo groups” as a communication medium;
6. Coordinate with publishers of neighboring newsletters and websites (Leschi, Madrona, Lakewood, Genesee Merchants, etc. ) to communicate issues of a broader appeal;
7. Disseminate a “dues envelope” twice annually, or on a timetable established in concert with the Development Committee;
8. Review the communications media being used for effectiveness, and modify as needed.

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# *Mount Baker Community Club*

## **DEVELOPMENT COMMITTEE CHARTER EXPECTATIONS**

### **Purpose:**

The Development Committee, or its appointed subcommittees, shall:

- Assist the Board with the preparation and implementation of the Development Plan and other priorities identified by the Board;
- Seek grants and donations as well as host fundraisers and events to support the Club's programs and equipment needs, and
- Conduct capital improvement campaigns.

### **Members:**

The Committee shall include a minimum of three (3) Board Members, with participation by the full Board and other community members strongly encouraged. The Chair of the Board is an "ex officio" member of this Committee, with "voice" and "vote."

### **The Committee will:**

1. Set the annual goals for Board fund-raising; orchestrate the Board Members' leadership and participation in the fund-raising program; and oversee all fund-raising activities;
2. Develop and maintain a program to seek grants and donations;
3. Assure appropriate current and past participant communications, and programs to facilitate continuing cultivation of the friends and patrons of the Community Club;
4. Develop and maintain a volunteer data-base for fund-raising activities;
5. Develop and maintain an appropriate donor data-base; and
6. Ensure the maintenance of accurate and secure giving records, and that appropriate acknowledgement of and recognition for gifts are offered.

# *Mount Baker Community Club*

## **PROGRAMMING COMMITTEE CHARTER EXPECTATIONS**

### **Purpose:**

The Events Committee, or its sub-committees, shall:

- Ensure that the programs are consistent with the Board's Mission and the expectations of the Mount Baker community;
- Coordinate the activities surrounding existing activities (Day in the Park, Christmas Ships, Home Tour, Newcomer's Potluck, Pied Piper, Yard Sale, and others); and
- Recommend new programs and appropriate changes to existing programs.

### **Members:**

The Committee shall include a minimum of three (3) Board Members, with participation by community members strongly encouraged. The Chair of the Board is an "ex officio" member of this Committee, with "voice" and "vote."

### **The Committee will:**

1. Ensure an ongoing evaluation of the community gathering events of the Community;
2. Ensure and co-ordinate the marketing of the various events, in collaboration with the Communications and Development Committees;
3. Evaluate and offer input for the ongoing improvement of the Club's programs;
4. Working with the rest of the Board, identify, recruit, and orient volunteers;
5. Develop and maintain a volunteer data-base for program activities; and
6. Develop and maintain a Standard Operating Procedures manual for each of the recurring activities, and orient new leadership to the use of these manuals

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# *Mount Baker Community Club*

## **EXECUTIVE COMMITTEE CHARTER EXPECTATIONS**

### **Purpose:**

The Executive Committee shall:

- Provide the Board with co-ordination, planning and reporting;
- Set the agenda for the work of the Board; and
- May act for the Board between meetings of the Board, within the policies established by the Board and with such additional authority as delegated by the Board, except in those matters reserved in the Bylaws or the law for determination by the full Board or by Community-wide vote.

### **Members:**

The Executive Committee shall consist of the officers of the Mount Baker Community Club corporation: the President, the Vice President, the Treasurer, and the Secretary; the Chairs of the Committees shall also be members. The Chair of the Board is the chair of this Committee, with “voice” and “vote.”

### **The Committee will:**

1. Provide performance input for the annual performance review of the “lead employee” (*note: this is a placeholder term*);
2. Ensure that the goals of the Strategic Plan are being implemented, and operate as a planning entity in the area of long-range planning between periodic Strategic Plans;
3. Coordinate the agenda of the different Committees, and develop the agenda for upcoming meetings;
4. Serve as a sounding board and counsel to the “lead employee”; and
5. Take action on emergent situations as appropriate.

Actions by the Executive Committee to be ratified by the Board should be presented at the next regular meeting of the Board.

# *Mount Baker Community Club*

## **FINANCE COMMITTEE CHARTER EXPECTATIONS**

### **Purpose:**

The Finance Committee shall:

- Provide the Board with completed or proposed financial documents and related material;
- Develop, review and advise on budgets for programs and facility uses;
- Review and advise on proposed program and Clubhouse fees;
- Generate and monitor investment policies and performance; and
- Review insurance policies for adequacy of coverage.

A sub-committee of the Finance Committee will be the Audit Committee, which will be formed from time to time, after the recommendation from the Finance Committee, and approval by the Board. The Audit Committee will be charged with identifying and selecting a qualified entity to perform the audit, signing the engagement letter, and coordinating with the audit firm during the period of the audit.

### **Members:**

The Finance Committee shall consist of a minimum of three (3) Board members (one of whom shall be the Treasurer). Other non-Board members may be appointed by the Chair of the Committee in consultation with the Chair of the Board and the Governance Committee. The Chair of the Board is an “ex officio” member of this Committee, with “voice” and “vote.”

### **The Committee will:**

1. Oversee the preparation and presentation of the budgets, including analyzing projections; reviewing initial budget drafts; approving the proposed budget prior to presentation to the Board; and recommending priorities for future expenditures for the annual budget and for the capital budget;
2. Oversee the preparation and presentation of periodic financial statements;
3. Ensure the performance of annual audits (if required), and co-ordination with the auditor as necessary;
4. Develop, review and update financial policies and procedures, and conduct ongoing internal audits to ensure those procedures are being followed;
5. Review investment policies, practices, objectives and performance;
6. Advise on the frequency, format and content of reports to the Board and to the community about the financial status of the Club (includes but not limited to oversight and preparation of periodic financial statements);
7. Oversee the creation and maintenance of files recording leases, purchases, agreements, loans, and other corporate obligations of MBCC to others; and files of documents and payment records of others having obligations to the MBCC;
8. Review all insurance policies biannually for appropriate types and amounts of coverage;
9. Participate in the strategic decisions for funding the renovations or improvements to the Clubhouse, and the purchase of equipment;
10. Coordinate with the various groups which administer self supporting programs for which the Club provides oversight and some degree of administrative support (including but not limited to; MLK Jr. Scholarship Fund; Bradner Gardens, Colman, and View Point Parks); ensure that they adopt and adhere to BMP's (Best Management Practices) such that policies, maintenance of records and documentation of activities are consistent with of the Club's; and that financial activities are properly reported to appropriate government agencies and entities; and
11. Perform other activities prescribed from time to time by the Board.

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# *Mount Baker Community Club*

## **GOVERNANCE & NOMINATIONS COMMITTEE CHARTER EXPECTATIONS**

### **Purpose:**

The Governance & Nominations Committee shall:

- Assure the effective operation of the Board, within the policies established by the Board;
- Assist with the adherence to the Board's Mission Statement;
- Identify, recruit, recommend to the Community for public election;
- Orient, train, and, if necessary, recommend the termination of Board Members; and
- Ensure the Board's adherence to its Bylaws and the policies established by the Board.

### **Members:**

The Governance Committee shall consist of a minimum of three (3) Board members. Membership for the Committee shall be selected from the then-sitting Board members. The Chair of the Board is an "ex officio" member of this Committee, with "voice" and "vote."

### **The Committee will:**

1. Ensure that the Mission Statement is widely disseminated;
2. Develop instruments to monitor and measure the Board's effectiveness in meeting the different elements of its Mission;
3. Ensure that there are no inherent contradictions in the Board's policies or procedures that impede the effectiveness of meeting the Mission;
4. Develop criteria to be used to identify persons who bring particular gifts, experience and talent to the Board;
5. Maintain records of Board membership (e.g.: contact info, resumes, terms);
6. Accept names and resumes of prospective Board members and non-Board Committee members throughout the year, and review and propose appropriate Board candidates for election by the Community at the Annual Meeting, in accordance with the By-Laws;
7. Actively work to search out individuals who will not only bring particular talents, but will provide balance and diversity to the Board in accordance with the governing documents;
8. Share expectations of Board membership with prospective nominees (i.e.: meeting attendance, financial support, etc.);
9. Develop and maintain a Board member manual and provide a new Board member orientation;
10. Study the make-up of the Board and the way it works, and develop retreats and training (in cooperation with the Chair of the Board) to improve the Board effectiveness;
11. Facilitate an annual self-evaluation of the effectiveness of the Board, the Board Chair and individual Board Members;
12. Review and/or develop Board policies and Bylaws bi-annually and make recommendations for any additions and revisions to the Board and the Community;
13. Develop a plan for the orderly succession of the leadership of the Board, including the Chair of the Governance Committee;
14. Develop and/or review Committee Expectations bi-annually and make recommendations to the Board; and
15. Work with the Chair of the Board to form Task Forces on an as-needed basis.

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# *Mount Baker Community Club*

## **PARKS AND OPEN SPACE COMMITTEE CHARTER EXPECTATIONS**

### **Purpose:**

The Parks & Open Space Committee shall:

- Monitor those various activities that affect the natural and public areas in the Community, be they botanical, recreational, physical or political;
- Assist the Board in providing a public forum for informing the Community on emergent issues related to our parks and open spaces;
- Advise the Board of those issues where a community-wide policy position may be beneficial, and help to draft such a policy;
- Maintain a relationship between the MBCC and other City- and SE neighborhood- sponsored organizations devoted to similar activities; and
- Support Community initiatives and projects to acquire, reclaim, improve and maintain parks and other public open spaces in the neighborhood.

### **Members:**

The Committee shall include a minimum of three (3) Board Members, with participation by community members strongly encouraged. The Chair of the Board is an “ex officio” member of this Committee, with “voice” and “vote.”

### **The Committee will:**

1. With the ZLUPT Committee, jointly monitor emergent issues relating to Parks and Open Spaces around the Community, including those (currently) around the Mount Baker Station, and those relating to the North Rainier Valley Neighborhood Planning process;
2. Host community-wide discussions of proposed new plans, and modifications to existing plans in our parks and open spaces;
3. Function as an information and coordinating resource for neighborhood parks advocates and volunteers, and keep them informed of general Community preferences surrounding particular developments;
4. Monitor developments and activities in the Seattle Parks Department, regarding both city-wide policies and programs and specifically as they relate to our neighborhood parks;
5. Identify groups that may have an impact on the Community with respect to parks and open spaces, and create or maintain relationships with those groups. Those groups may include such organizations as the Seattle Department of Parks and Recreation, Seattle Department of Transportation, P-Patch Trust, Seattle Tilth, Friends of Olmsted Parks, Seattle Schools, and others;
6. Support groups committed to the ongoing improvements to, and maintenance of, Bradner Gardens, Colman, Mt Baker, Mt Claire and View Point Parks; the Charlestown Street Hill Climb; the John Muir PTA; and other similar groups as they may arise;
7. Work with the Communications Committee to keep the community informed about issues, activities and events in our parks and open spaces.

# *Mount Baker Community Club*

## **ZONING, LAND USE, PLANNING, AND TRANSPORTATION COMMITTEE CHARTER EXPECTATIONS**

### **Purpose:**

The Zoning, Land Use, Planning & Transportation Committee shall:

- Monitor those various activities that affect the future environment of the Community, including economic, physical and political;
- Assist the Board in providing a public forum for informing the Community on emergent issues;
- Advise the Board of those issues where a community-wide policy position may be beneficial, and will help to draft such a policy;
- Maintain a relationship between MBCC and other City- and SE neighborhood- sponsored organizations devoted to similar activities; and
- Support Community initiatives to improve the physical environment of the Community, including such beautification projects as may be undertaken from time to time.

### **Members:**

The Committee shall include a minimum of three (3) Board Members, with participation by community members strongly encouraged. The Chair of the Board is an “ex officio” member of this Committee, with “voice” and “vote.”

### **The Committee will:**

1. Monitor emergent issues relating to Zoning, Land Use and Planning around the Community, including those (currently) around the Mount Baker Station, and those relating to the North Rainier Valley Neighborhood Planning process;
2. Host community-wide discussions of proposed new plans, and modifications to existing plans;
3. Provide an information resource to developers of local properties and inform them of general Community preferences surrounding particular developments;
4. Identify groups that may have an impact on the Community, and create or maintain relationships with those groups. Those groups may include such organizations as SEDC, SENDC, CNC, the Federation, neighboring CPC's, NPAC, SDOT, Metro, and others;
5. Consider annually hosting a “Candidates’ Night”, either independently or in concert with other community groups, open to any who are seeking election in the upcoming election, without endorsing any candidate; and
6. Identify issues of importance to the Community, and work with the Communications Committee to “get the word out.”

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