

KING CITY CIVIC ASSOCIATION
CHARTER FOR CLUBS & AMENITIES COMMITTEE (C&A COMMITTEE)

Mission Statement:

The C&A Committee is a standing Board committee that reports to the KCCA Board of Directors. The C&A Committee will 1) oversee annual registration of KCCA clubs; 2) establish rules related to KCCA clubs and resident members' rental and use of KCCA public rooms for meetings and events; and 3) establish and manage a program of Event Advisors, whose role is to assist member-renters as well as protect KCCA property.

Responsibilities:

1. Handle annual registration of KCCA Clubs in which date, times and places of regular meetings are held and a responsible resident-member is designated.
2. Work with the Administrative Assistant to resolve conflicts in scheduling of both club meetings and special events.
3. Provide to:
 - a. KCCA Administration the annual schedule of Club meetings (day/time/place) and a list of Clubs with contact information (phone, email, home address) for the Club president.
 - b. KCCA members a list of Clubs and phone numbers of Club presidents.
4. Provide written feedback to Administration on issues related to resident-member sponsored events.
5. Submit proposed room rental rates, to be approved by the Board and given to the Treasurer prior to October 1 each year.
6. Maintain and revise, as necessary, the following forms:
 - a. Annual Club Registration
 - b. KCCA Room Rental Form and Room Use Checklist
 - c. Event Advisor forms: Advisor Responsibilities, Advisor Application, Advisor Evaluation by Member-Renter
 - d. Room rental rates, to be approved by the Board.
7. Event Advisor Program – *(in trial mode until 1/1/2020)*
 - a. Recruit, train and manage Event Advisors, including defining the role and responsibilities of Advisors and oversight and evaluation of the Event Advisor program.
 - b. Support KCCA resident-members who rent KCCA rooms to host events through the Event Advisor program.

Membership:

1. As a standing committee, the C&A Committee will be chaired by a Director. The Director shall recommend members to serve on the committee.
2. The KCCA Board Director chairing the C&A Committee will act as liaison between the Board, Administration, and the committee.
3. The committee members must be approved by the Board annually.

4. The total number of C&A Committee members, including the Director, shall consist of not fewer than three (3) or more than seven (7) KCCA resident-members who are committed to the goals of the committee.
5. The C&A Committee shall consist of no more than two (2) Board Directors.
6. The Committee Chair shall appoint a vice-chair who will serve when the Chair is not available and a secretary who will record and submit minutes of meetings.
7. All committee resident-members can cast votes on committee matters.
8. Committee members can serve consecutive terms.
9. Event Advisors are resident-members who will advise resident-members renting KCCA public rooms to hold events. Event Advisors do not need to be members of the C&A committee. They will advise for events on days/times they have indicated they can be available to serve. *The Event Advisor Program is now in trial mode and will be reviewed after 1/1/2020.*

Meetings:

1. The Committee shall meet on a regular schedule agreed to by Committee members and as necessary depending on pending issues and/or target completion dates.
2. Committee meetings will be held in KCCA public rooms and be open to KCCA members.
3. The Chair of the C&A Committee shall report committee findings and recommendations to the KCCA Board monthly and will provide to the KCCA Administrator copies of the most recent meeting minutes that can be accessed by Board Directors and KCCA resident-members on the KCCA website, www.mykcca.com.

Minutes and Reports:

1. The committee secretary will prepare minutes of the meeting and submit them to the Association Office within 3 business days following each meeting (see 2. Below).
2. Committee minutes must be approved by the committee Chair or Vice-Chair and clearly labeled "Approved" before submission to the Office for posting on the website and Clubhouse bulletin board.
3. The C&A committee Chair has the options of providing a written report to the Board and/or reporting verbally on committee activities at a Board meeting. Recommendations and findings that require Board action must be provided to Board members in writing, along with the facts and rationale related to the proposed action, prior to the Board meeting.
4. Areas of potential C&A Chair report to KCCA Board of Directors:
 - a. Number of events sponsored by member-renters per month
 - b. Effect of the Event Advisor program
 - c. What is working/not working for resident members who rent rooms for an event
 - d. Equipment or furniture needed to increase success of events/satisfaction of member-renters.
 - e. Assistance with securing Club adherence to KCCA governing documents, rules and regulations.

The KCCA Clubs & Amenities Charter is hereby accepted by the Board of Directors November 12, 2019