

**CHARTER
FOOD SERVICE COMMITTEE
HOT SPRINGS VILLAGE PROPERTY OWNERS' ASSOCIATION**

I. AUTHORITY

Article XII of the By-Laws of the Hot Springs Village Property Owners' Association.

II. PURPOSE

To advise POA staff within the policies and guidelines of the Board of Directors in regards to matters of food service operations, food service equipment, and food service contracts including the interviewing of new or potential food service operators, excluding activities specifically assigned to other committees.

III. ORGANIZATION AND APPOINTMENT

- A. The committee shall consist of 7 members of the Property Owners' Association who shall be appointed by the Board of Directors.
- B. Committee members shall be appointed prior to the regular April Board meeting for staggered three-year terms. Appointments made to fill a vacancy shall serve the balance of the term vacated.
- C. A chairperson shall be elected by a majority of the committee members for a term of office not to exceed one year and shall not succeed himself/herself unless requested by the committee and authorized by the Board of Directors. He/she shall preside over all meetings, announce the order of business, state and put to vote all motions brought before the committee and appoint sub-committees as required to conduct the committee's business. Guidelines to assist the chairperson in the execution of his/her duties can be found in POA Operating Policies, Chapter 7, Article 3.
- D. A vice-chairperson shall be elected by the committee. The vice-chairperson shall perform the duties of the chairperson in his/her absence.
- E. A secretary shall be designated to record minutes of all meetings.

IV. DUTIES AND RESPONSIBILITIES

- A. To work in coordination with the POA Director of Recreation and advise on matters related to
 - 1. Facility and food service standards
 - 2. Capital improvements to facilities
 - 3. New facilities
 - 4. Capital equipment

5. Special events and promotions
 6. Contractual consistency
 7. Interviewing and selecting food service operators
- B. To review, as requested by Director of Recreation, suggestions and complaints from property owners regarding activities within the purview of the committee and make recommendations to POA staff for possible implementation.
 - C. To annually review food service contracts and make recommendations for possible changes.
 - D. To determine what if any facilities are not economically sound and should be closed or modified, conversely, if additional facilities should be opened.

V. LIMITATIONS

- A. The committee shall not issue orders to any POA employee, nor will any member have the authority to discipline employees.
- B. The committee is not authorized to commit funds of the POA.
- C. No committee member shall engage in any activity that would constitute a conflict of interest with the duties and responsibilities of the committee.
- D. Committee members are prohibited from accepting any form of gratuity, any form of remuneration from suppliers, contractors, realtors, property owners, or any other person doing business, attempting to do business, or in conflict with or in competition with the POA.

VI. MEETINGS

The committee shall meet monthly at a scheduled time and place. Additional meetings may be held if required or desired by the committee.

VII. REPORTS

- A. Minutes of meetings shall be submitted to the office of the General Manager for distribution and filing no later than Thursday immediately prior to the regularly scheduled Board meeting.
- B. Annual report of committee activity to be completed in accordance with Article XII, Section 4.K, of the By-Laws.

Adopted 8-17-11