

BCLOA Committee Charter  
(Revised January 29, 2022)  
Bear Creek Land Owners Association  
Board of Directors

The following Annual Meeting and Picnic Committee Charter was established pursuant to BCLOA Committees, POLICY 2013-#13, and Policy and Procedure for Adopting and Amending Policies, Rules, Regulations and Fines: BCLOA Policy Resolution 2017-1

## **Annual Meeting/Picnic Committee Charter**

The following Annual Meeting/Picnic Committee Charter is established pursuant to BCLOA Policy/Procedure 2013-#13, Committees of the Board. The Annual Meeting/Picnic Committee is a Standing Committee and, therefore, shall follow the guidelines and procedures as set forth in that policy. This Charter was written by the Committee and adopted by the Board at a meeting of the Board on January 29, 2022. Pursuant to Policy/Procedure 2013-#13, the Committee Chairperson shall have the responsibility to request changes to the committee's charter from the Board to allow the committee to fulfill its duties or to operate more effectively. Such changes, if any, shall be presented to the Board in writing, and if approved, appended to this Charter. Moreover, as applicable laws, rules and customs change, the Board shall update the Annual Meeting/Picnic Committee Charter.

### **PURPOSE**

The purpose of this **"Annual Meeting/Picnic Committee Charter"** is to encourage the involvement of the Bear Creek community and its members participating with the Association and the Board in an Annual Membership Business Meeting and Picnic and Scholarship Committee Auction to celebrate and reward Bear Creek achievements over the year. The committee will receive support from the Board of Directors and will assist the Board in fulfilling its responsibilities for:

- (1) Coordinating with the Board to establish meeting date(s) and times and to learn the Board's Business Meeting agenda**
- (2) Coordination with the Scholarship Committee and other committees to work their requirements into the Picnic**
- (3) Coordination with Board Pre-Meeting Speakers to fulfill any requirements they may have**
- (4) Based on the Board's Agenda arrange for:**
  - **Tent rental & setup**
  - **'Porta Potty' rental & placement**
  - **Food service**

- (5) Purchase within the budget set by the Board**
  - Drinks, ice, condiments, table cloths, etc
  - Accumulate expense receipts to present to Board Treasurer for reimbursement
- (6) Before the Annual Picnic arrange for Volunteers to:**
  - Move chairs and tables from the maintenance building and set up in the tent(s) and the gazebo for food service
  - Cover tables and provide any decorations/favors
  - Serve pot-luck items and meats
  - Ensure tent supports are safely flagged/marked and site is safe
  - Place garbage bags for trash and recycling
  - Deliver and ice down drinks
  - Have a procedure for outside response/first aid in the event of an emergency
- (7) For the business meeting and picnic arrange to:**
  - “Man” a check-in/registration table using a current directory and record any member email and address changes, etc. (Board Secretary); ensure all have name tags; handout any Board material, speaker information, etc
  - Collect meal fees as required for guests and others attending the picnic
  - Photos
- (8) After Picnic arrange for Volunteers to:**
  - Return tables and chairs to the maintenance building
  - Remove trash, recyclables, and clean site
  - Store reusable picnic items in the maintenance building
- (9) Post Picnic**
  - Provide a written report for future committees - lessons learned
  - Conduct a survey to determine satisfaction and suggestions for future
  - other tasks as requested by the Board

## **COMPOSITION**

Members of the Committee shall be appointed by the board each year. The Committee Chairperson shall be the Vice President for Community Affairs. The committee will consist of a minimum of three members as stipulated in Policy/Procedure2013-#13.

## **DISSOLUTION OF THE COMMITTEE**

The Annual Meeting and Picnic Committee is a Standing Committee and, therefore, shall follow the guidelines and procedures as set forth in BCLOA Policy/Procedure2013-#13, Committees of the Board.

## **COMPENSATION**

The committee members will be provided no compensation, or proposed compensation, for services to the organization.

## **MEETINGS**

As stipulated in Policy/Procedure 2013-#13 the Committee Chairperson or another committee member designated by the Chairperson, shall attend all regular Board meetings, shall provide a written report on committee activity at such meeting and shall request any Board guidance to allow the committee to perform its assigned tasks.

## **RESPONSIBILITIES**

The committee shall have the responsibility to carry out the tasks as stated above.

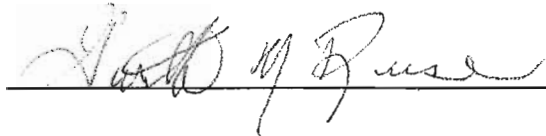
## **FISCAL YEAR**

The fiscal year shall be from August 1 each year and end on July 31 each year. This follows the fiscal year of Bear Creek Landowners' Association.

## **SECRETARY'S CERTIFICATION:**

The undersigned, Secretary of Bear Creek Land Owners Association, a Colorado non-profit organization, certifies that the foregoing Annual Meeting and Picnic Committee Charter as revised was adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board on January 29<sup>th</sup>, 2022. In witness thereof, the undersigned has subscribed his/her name.

Bear Creek Landowners Association

A handwritten signature in cursive script, appearing to read "Garth M. Reese", is written over a horizontal line.

Garth Reese, Secretary