

Addendum B

Based on the CA staff's recommendations, the Sport & Fitness Committee would be sunsetted, so its charter would be deleted in its entirety. The Green Committee would be consolidated with the Golf Committee so the Green Committee's charter also would be deleted in its entirety, and the revised Golf/Green Committee Charter is set forth below. The charters for the Health and Fitness, Aquatics, and Tennis committees also would need to be revised as a result of the elimination of the Sport & Fitness committee, so revised versions of those charters are also reflected below.

COLUMBIA ASSOCIATION HEALTH AND FITNESS ADVISORY COMMITTEE CHARTER

Mission Statement

The mission of the Columbia Association Health and Fitness Advisory Committee (~~a subcommittee of the Sport & Fitness Advisory Committee~~) (the "HAFAC" or "Committee") is to provide input ~~through the Sport & Fitness Committee~~ to the Columbia Association ("CA") on policies and programs concerning the operation of and suggested improvements in CA's fitness club activities. Members of the HAFAC also serve as liaisons between fitness club members and CA Sport & Fitness management with regard to the above.

Goals

In July of each fiscal year, the Committee will submit to the CA Board for approval a Charge consisting of three to four items to be addressed by the Committee in order to fulfill its mission. Those items must be aligned with CA's Strategic Plan and the President/CEO's goals. Once the Charge has been approved by the Board, the Committee will work on the identified items for the remainder of the fiscal year. The HAFAC's Charge may include some or all of the following:

1. Inform and advise CA ~~through the Sport & Fitness Committee~~ of community issues and opportunities as they relate to the operations of CA's fitness clubs.
2. Review CA policies and programs related to the mission of this Committee.
3. Assist ~~the Sport & Fitness Committee and~~ CA in disseminating information about the operation, policies and programs of the Fitness Clubs.

Procedures

ARTICLE I: MEMBERSHIP

Section 1

The HAFAC shall have at least 13 members, consisting of at least one CA staff member and 12 at-large members, one of whom shall be selected by the Director of Sport & Fitness and the other 11 of whom shall represent the following user groups:

Racquetball/Handball/Squash
Free Weights
Basketball/Arena
Cardio-Vascular Equipment
Group Exercise
KidSpace Membership
Tennis Committee
Aquatics Advisory Committee
Persons with Disabilities
General Membership
Haven on the Lake Membership

Section 2

On any matters brought to a vote before the HAFAC, each member present shall be entitled to one vote.

Section 3

~~At-large members will be nominated by the Director of Sport & Fitness. All appointments to the HAFAC will be made by the Sport & Fitness Committee~~ after membership applications have been solicited by public advertisement and ~~will be appointed by the Board, reviewed by the Sport & Fitness Committee.~~

Section 4

HAFAC at-large members will be appointed for 2-year terms effective May 1, six commencing in even number and six in odd number years.

Section 5

Members may be removed from the Committee by a two-thirds vote for not fulfilling their duties or failing to adhere to the Columbia Association Board Values, or otherwise at the discretion of the CA Board.

Section 6

Any vacancies occurring during the term of a member shall be filled for the remainder of the unexpired term in accordance with the requirements outlined above.

ARTICLE II: OFFICERS

Section 1

The officers of the HAFAC shall be a Chairperson and Vice-Chairperson. Officers shall be elected by a majority vote of members present at the first regular meeting of the Committee in

May each year, and shall hold office for a period of one year. The CA staff member(s) is/are not eligible to serve as Chairperson or Vice-Chairperson.

Section 2

The Chairperson with the assistance of the CA staff member(s) shall be responsible for preparation of the meeting agendas and shall preside over meetings of the HAFAC.

Section 3

The Vice-Chairperson shall preside over meetings in the Chairperson's absence and otherwise assist the Chairperson in the performance of his/her duties.

Section 4

~~The Chair and Vice Chair of the Committee shall serve as its representatives to the Sport & Fitness Committee. This function may be delegated to other Committee members at the direction of the Chair and Vice Chair.~~

ARTICLE III: DUTIES OF MEMBERS

Section 1

By accepting a position on the Health and Fitness Advisory Committee, each member agrees to attend and actively participate in regular and special Committee meetings.

Section 2

The HAFAC advises on specific matters as directed by CA ~~or the Sport & Fitness Committee.~~

Section 3

The HAFAC may recommend policy to CA ~~or the Sport & Fitness Committee~~, but will have no policy-making authority for CA. The Committee also shall have no authority to direct or oversee the day-to-day work of CA's staff.

Section 4

If the Committee intends to request funds from CA, the Committee Chair shall provide testimony during the budget process to support that request.

ARTICLE IV: MEETINGS

Section 1

Regular meetings of the HAFAC shall be held at least quarterly and all meetings shall be open to the public, unless closed pursuant to the provisions of the Maryland Homeowners Association Act. More frequent meetings may be established by the membership.

Section 2

The Chairperson may call special meetings at any time and shall notify all members and the public as to the time, place and purpose of such special meetings.

Section 3

Additionally, at the request of the majority of the members, the Chairperson shall cause a special meeting to be called. The request must be made in writing and be received at least two weeks before the requested scheduled date and must state the purpose for the meeting. No business but that specified in the notice may be transacted without the unanimous consent of those in attendance.

Section 4

A majority of the HAFAC's membership is required to be present at a meeting to constitute a quorum.

ARTICLE V: AMENDMENTS

The HAFAC may vote at any regular or special meeting to recommend to the CA Board amendments to this Charter. The recommendation must be accomplished by a vote of two-thirds of the entire Committee. Proposed amendments must be communicated to the membership at least 15 days prior to the meeting at which a vote will be taken with respect to such amendment. CA Sport & Fitness management may at any time recommend charter amendments to the CA Board.

ARTICLE VI: PARLIAMENTARY AUTHORITY

The rules of parliamentary practice set forth in "Robert's Rules of Order, Newly Revised" shall govern all proceedings of this Committee, subject to such special rules as may be adopted.

ARTICLE VII: STAFF SUPPORT

The CA staff member(s) of the HAFAC will provide support to the Committee by working with the Chairperson to prepare and distribute the agenda, maintaining a schedule of the meetings and notifying the public of meetings, preparing and posting minutes of meetings, and otherwise carrying out the responsibilities described in "Responsibilities of Staff Liaisons for CA Resident Advisory Committees." The staff member(s) also will assist in gathering, assessing and presenting information to ~~the Sport & Fitness Committee and~~ CA.

ARTICLE VIII: REPORTS AND PRESENTATIONS

The Committee will provide a written report to the CA Board in July each year listing the Committee's major accomplishments and outlining its proposed Charge.

Approved: August 2006

Revised: December 2008

Revised: April 28, 2016

Revised: October , 2016

COLUMBIA ASSOCIATION AQUATICS ADVISORY COMMITTEE CHARTER

Mission Statement

The mission of the Columbia Association Aquatics Advisory Committee (the “CAAC” or “Committee”) ~~(a subcommittee of the Sport & Fitness Advisory Committee)~~ is to provide input ~~through the Sport & Fitness Committee~~ to the Columbia Association (“CA”) on policies and programs concerning the operation of and suggested improvements in CA’s indoor and outdoor aquatic facilities and activities. Members of the CAAC also serve as liaisons between CA aquatics members and CA Sport & Fitness management with regard to the above.

Goals

In July of each fiscal year, the Committee will submit to the CA Board for approval a Charge consisting of three to four items to be addressed by the Committee in order to fulfill its mission. Those items must be aligned with CA’s Strategic Plan and the President/CEO’s goals. Once the Charge has been approved by the Board, the Committee will work on the identified items for the remainder of the fiscal year. The CAAC’s Charge may include some or all of the following:

1. Inform and advise CA ~~, through the Sport & Fitness Committee,~~ of community issues and opportunities as they relate to the operations of CA’s aquatic facilities and programs.
2. Review CA policies and programs related to the mission of this Committee.
3. Assist ~~the Sport & Fitness Committee and~~ CA in disseminating information about the operation, policies and programs of the indoor and outdoor pools.

Procedures

ARTICLE I: MEMBERSHIP

Section 1

The CAAC shall consist of one CA staff member, and up to 16 at-large members representing a broad spectrum of aquatic activities, Village Community Associations, and aquatic users’ ages and abilities. One of the appointments shall be reserved for the Columbia Neighborhood Swim League, one for the Columbia Clippers, and one to represent people with disabilities.

~~Appointments to~~ At-large members of the CAAC will be ~~nominated~~made by the Director of Sports & Fitness ~~Committee.~~ and appointed by the CA Board.

Section 2

On any matters brought to a vote before the CAAC, each member present shall be entitled to one

vote.

Section 3

Members of the CAAC must be current members of a CA aquatic facility (i.e., the Outdoor Pools, Swim Center, Supreme Sports Club, Athletic Club and/or Columbia Gym).

Section 4

At-large members of the CAAC shall serve staggered two-year terms. Each September 30th, 8 of the 16 appointments will expire. New applicants or current members with expiring terms may submit an application to be considered for appointment to the vacant positions.

Section 5

Members may be removed from the Committee by a two-thirds vote for not fulfilling their duties or for failing to adhere to the Columbia Association Board Values, or otherwise at the discretion of the [Board, Sport & Fitness Committee](#).

Section 6

Any vacancies occurring during the term of a member shall be filled for the remainder of the unexpired term in accordance with the requirements outlined above.

ARTICLE II: OFFICERS

Section 1

The officers of the CAAC shall be a Chairperson, who must have a resident Sport & Fitness membership, and a Vice-Chairperson. Officers shall be elected by a majority vote of members present at the first regular meeting of the Committee in October each year, and shall hold office for a period of one year. The CA staff member is not eligible to serve as Chairperson or Vice-Chairperson.

Section 2

The Chairperson with the assistance of the CA staff person shall be responsible for preparation of the meeting agendas, and shall preside over meetings of the CAAC.

Section 3

The Vice-Chairperson shall preside over meetings in the Chairperson's absence and otherwise assist the Chairperson in the performance of his/her duties.

Section 4

~~The Chair and Vice Chair of the Committee shall serve as its representatives to the Sport & Fitness Committee. This function may be delegated to other Committee members at the direction of the Chair and Vice Chair.~~

ARTICLE III: DUTIES OF MEMBERS

Section 1

By accepting a position on the Columbia Aquatics Advisory Committee, each member agrees to

attend and actively participate in regular and special Committee meetings on a regular basis.

Section 2

The CAAC advises on specific matters as directed by CA, ~~or the Sport & Fitness Committee.~~

Section 3

The CAAC may recommend policy to CA, ~~or the Sport & Fitness Committee,~~ but will have no policy-making authority for CA. The Committee also shall have no authority to direct or oversee the day-to-day work of CA's staff.

Section 4

If the Committee intends to request funds from CA, the Committee Chair shall provide testimony during the budget process to support that request.

ARTICLE IV: MEETINGS

Section 1

Regular meetings of the CAAC shall be held at least quarterly and all meetings shall be open to the public, unless closed pursuant to the provisions of the Maryland Homeowners Association Act. More frequent meetings may be established by the membership.

Section 2

The Chairperson may call special meetings at any time and shall notify all members and the public as to the time, place and purpose of such special meetings.

Section 3

Additionally, at the request of the majority of the members, the Chairperson shall cause a special meeting to be called. The request must be made in writing and be received at least two weeks before the requested scheduled date and must state the purpose for the meeting. No business but that specified in the notice may be transacted without the unanimous consent of those in attendance.

Section 4

A majority of the CAAC's membership is required to be present at a meeting to constitute a quorum.

ARTICLE V: AMENDMENTS

The CAAC may vote at any regular or special meeting to recommend to the CA Board amendments to this Charter. The recommendation must be accomplished by a vote of two-thirds of the entire Committee. Proposed amendments must be communicated to the membership at least 15 days prior to the meeting at which a vote will be taken with respect to such amendment. CA Sport & Fitness management may at any time recommend charter amendments to the CA Board.

ARTICLE VI: PARLIAMENTARY AUTHORITY

The rules of parliamentary practice set forth in “Robert’s Rules of Order, Newly Revised” shall govern all proceedings of this Committee, subject to such special rules as may be adopted.

ARTICLE VII: STAFF SUPPORT

The CA staff member of the CAAC will provide support to the Committee by working with the Chairperson to prepare and distribute the agenda, maintaining a schedule of the meetings and notifying the public of meetings, preparing and posting minutes of meetings, and otherwise carrying out the responsibilities described in “Responsibilities of Staff Liaisons for CA Advisory Committees.” The staff member also will assist in gathering, assessing and presenting information to ~~the Sport & Fitness Committee and~~ the CA Board.

ARTICLE VIII: REPORTS AND PRESENTATIONS

The Committee will provide a written report to the CA Board in July each year listing the Committee’s major accomplishments and outlining its proposed Charge.

Approved: March 2007

Revised: December 2008

Revised: April 28, 2016

Revised: October , 2016

COLUMBIA ASSOCIATION TENNIS COMMITTEE CHARTER

Mission Statement

The mission of the Columbia Association Tennis Committee (~~a subcommittee of the Sport & Fitness Advisory Committee~~) (the “CTC” or “Committee”) is to provide input ~~through the Sport & Fitness Committee~~ to the Columbia Association (“CA”) on policies and programs concerning the operation of and suggested improvements in CA’s tennis club activities. Members of the CTC also serve as liaisons between the tennis members and CA Sport & Fitness management with regard to the above.

Goals

In July of each fiscal year, the Committee will submit to the CA Board for approval a Charge consisting of three to four items to be addressed by the Committee in order to fulfill its mission. Those items must be aligned with CA’s Strategic Plan and the President/CEO’s goals. Once the Charge has been approved by the Board, the Committee will work on the identified items for the remainder of the fiscal year. The CTC’s Charge may include some or all of the following:

1. Inform and advise CA ~~through the Sport & Fitness Committee~~ of community issues and opportunities as they relate to the operations of CA’s tennis clubs.
2. Review CA policies and programs related to the mission of this Committee.
3. Assist ~~the Sport & Fitness Committee and~~ CA in disseminating information about the operation, policies and programs of the Tennis Clubs.

Procedures

ARTICLE I: MEMBERSHIP

Section 1

The CTC shall consist of one CA staff member, 12 elected members and 8 appointed members.

Section 2

Elected members of the CTC shall be elected by a vote of the membership of the CA Tennis Clubs from among a list of nominees solicited from the general tennis membership, and shall serve for two-year alternating terms with six positions elected each year. Elections shall take place in April of each year, with the terms of office to begin at the first regular CTC meeting in May following the election. Also during the first meeting following the elections, the committee shall appoint 4 members from a slate of appointees submitted by the election committee (see section II(4) below) to a two-year term. Four additional CTC members shall be ~~appointed~~ nominated by the Director of Sport & Fitness and appointed by the Board ~~Committee~~ for two-year terms. Appointed members shall be chosen to balance the committee for demographic and

membership purposes.

Section 3

On any matters brought to a vote before the CTC, each member present shall be entitled to one vote.

Section 4

Members may be removed from the Committee by a two-thirds vote for not fulfilling their duties or for failing to adhere to the Columbia Association Board Values or otherwise at the discretion of the [Board Sport & Fitness Committee](#).

Section 5

Any vacancies occurring during the term of a member shall be filled for the remainder of the unexpired term in accordance with the requirements outlined above.

ARTICLE II: OFFICERS

Section 1

The officers of the CTC shall be a Chairperson and Vice-Chairperson. Officers shall be elected by a majority vote of members present at the first regular meeting of the Committee in May each year, and shall hold office for a period of one year. The CA staff member is not eligible to serve as Chairperson or Vice-Chairperson.

Section 2

The Chairperson with the assistance of the CA staff person shall be responsible for preparation of the meeting agendas, and shall preside over meetings of the CTC.

Section 3

The Vice-Chairperson shall preside over meetings in the Chairperson's absence and otherwise assist the Chairperson in the performance of his/her duties.

Section 4

The officers of the CTC shall serve as the election committee, responsible for conducting the annual elections (with staff support) and for recommending a slate of appointees.

Section 5

~~The Chair and Vice Chair of the Committee shall serve as its representatives to the Sport & Fitness Committee. This function may be delegated to other Committee members at the direction of the Chair and Vice Chair.~~

ARTICLE III: DUTIES OF MEMBERS

Section 1

By accepting a position on the Columbia Tennis Committee, each member agrees to attend and actively participate in regular and special Committee meetings.

Section 2

The CTC advises on specific matters as directed by CA or the Sport & Fitness Committee.

Section 3

The CTC may recommend policy to CA ~~or the Sport & Fitness Committee~~, but will have no policy-making authority for CA. The Committee also shall have no authority to direct or oversee the day-to-day work of CA's staff.

Section 4

If the Committee intends to request funds from CA, the Committee Chair shall provide testimony during the budget process to support that request.

ARTICLE IV: MEETINGS

Section 1

Regular meetings of the CTC shall be held at least quarterly and all meetings shall be open to the public, unless closed pursuant to the provisions of the Maryland Homeowners Association Act. More frequent meetings may be established by the membership.

Section 2

The Chairperson may call special meetings at any time and shall notify all members and the public as to the time, place and purpose of such special meetings.

Section 3

Additionally, at the request of the majority of the members, the Chairperson shall cause a special meeting to be called. The request must be made in writing and be received at least two weeks before the requested scheduled date and must state the purpose for the meeting. No business but that specified in the notice may be transacted without the unanimous consent of those in attendance.

Section 4

A majority of the CTC's membership is required to be present at a meeting to constitute a quorum.

ARTICLE V: AMENDMENTS

The CTC may vote at any regular or special meeting to recommend to the CA Board amendments to this Charter. The recommendation must be accomplished by a vote of two-thirds of the entire Committee. Proposed amendments must be communicated to the membership at least 15 days prior to the meeting at which a vote will be taken with respect to such amendment. CA Sport & Fitness management may at any time recommend charter amendments to the CA Board.

ARTICLE VI: PARLIAMENTARY AUTHORITY

The rules of parliamentary practice set forth in "Robert's Rules of Order, Newly Revised" shall

govern all proceedings of this Committee, subject to such special rules as may be adopted.

ARTICLE VII: STAFF SUPPORT

The CA staff member of the CTC will provide support to the Committee by working with the Chairperson to prepare and distribute the agenda, maintaining a schedule of the meetings and notifying the public of meetings, preparing and posting minutes of meetings, and otherwise carrying out the responsibilities described in “Responsibilities of Staff Liaisons for CA Advisory Committees.” The staff member also will assist in gathering, assessing and presenting information to ~~the Sport & Fitness Committee and~~ the CA Board.

ARTICLE VIII: REPORTS AND PRESENTATIONS

The Committee will provide a written report to the CA Board in July each year listing the Committee’s major accomplishments and outlining its proposed Charge.

March 2007

Revised: December 2008

Revised: April 28, 2016

Revised: October , 2016

**COLUMBIA ASSOCIATION
GOLF AND GREEN
ADVISORY COMMITTEE CHARTER**

Mission Statement

The mission of the Columbia Association Golf and Green Advisory Committee (the “Committee”) ~~(a subcommittee of the Sport & Fitness Advisory Committee)~~ is to provide input ~~through the Sport & Fitness Committee~~ to the Columbia Association (“CA”) on CA’s Golf Operations, ~~and~~ Programs, and Golf Course Maintenance activities. Members of the Golf and Green Committee also serve as liaisons between the golf club members and CA Sport & Fitness management with regard to the above.

Goals

In July of each fiscal year, the Committee will submit to the CA Board for approval a Charge consisting of three to four items to be addressed by the Committee in order to fulfill its mission. Those items must be aligned with CA’s Strategic Plan and the President/CEO’s goals. Once the Charge has been approved by the Board, the Committee will work on the identified items for the remainder of the fiscal year. The Committee’s Charge may include some or all of the following:

1. Inform and advise CA ~~through the Sport & Fitness Committee~~ of community issues and opportunities as they relate to CA’s golf club operations and programs.
2. Review CA policies and programs related to the mission of this Committee.
3. Assist ~~the Sport & Fitness Committee and~~ CA in disseminating information about the operations, policies, ~~and~~ programs and golf maintenance activities of the Hobbit’s Glen and Fairway Hills Golf Clubs.

Procedures

ARTICLE I: MEMBERSHIP

Section 1

The Golf Committee shall consist of fifteen (165) members as follows:

President of Ladies 9-hole group	Hobbit’s Glen	1 position
President of Ladies 9-hole group	Fairway Hills	1 position
President of Ladies 18-hole group	Hobbit’s Glen	1 position
President of Ladies 18-hole group	Fairway Hills	1 position
President of Senior Association	Hobbit’s Glen	1 position
President of Senior Association	Fairway Hills	1 position
President of Women’s Twilight	Hobbit’s Glen	1 position

President of Women's Twilight	Fairway Hills	1 position
Chairperson of the Green Committee		1 position
At Large Elected	positions <u>golf members</u>	64 positions
General Committee Appointee		2 positions

The ~~sixfour~~ at-large members of the ~~Golf~~ Committee shall serve alternating two-year terms, with ~~threetwo~~ positions replaced each year. The elections for the at-large Golf and Green Committee members will normally be held ~~concurrently with the Green Committee election,~~ ~~normally~~ on the third weekend in April. The two general committee appointees will be nominated selected by the Director of Sport & Fitness and appointed by the Board Committee and will also serve alternating two-year terms, with one appointed each year. The Committee year for the purposes of these terms of office shall begin on May 1.

In addition, the Columbia Association Director of Sport & Fitness, Head Golf Professional, and General Manager & Director of Golf Course Maintenance shall serve as ex-officio members of the Committee.

Section 2

On any matters brought to a vote before the Committee, each member present shall be entitled to one vote.

Section 3

Any member may be removed from the Golf and Green Committee by a two-thirds vote for failing to perform their duties or adhere to the CA Board Values, or otherwise at the discretion of the Board Sport & Fitness Committee.

Section 4

Any vacancies occurring during the term of a member shall be filled for the remainder of the unexpired term in accordance with the requirements outlined above.

ARTICLE II: OFFICERS

Section 1

The officers of the Committee shall be a Chairperson and Vice-Chairperson. Officers shall be elected by a majority vote of members present at the first regular meeting of the Committee in May each year, and shall hold office for a period of one year. CA staff members are not eligible to serve as Chairperson or Vice-Chairperson.

Section 2

The Chairperson with the assistance of the CA staff shall be responsible for preparation of meeting agendas for all meetings and shall preside over meetings. ~~The Chairperson also shall serve as a voting member of the Green Committee.~~

Section 3

The Vice-Chairperson shall preside over meetings in the Chairperson's absence and otherwise assist the Chairperson in the performance of his/her duties.

Section 4

~~The Chair and Vice Chair of the Committee shall serve as its representatives to the Sport & Fitness Committee. This function may be delegated to other Committee members at the direction of the Chair and Vice Chair.~~

ARTICLE III: DUTIES OF MEMBERS

Section 1

By accepting a position on the Golf and Green Committee, each member agrees to attend and actively participate in regular and special Committee meetings.

Section 2

The Golf and Green Committee advises on specific matters as directed by CA ~~or the Sport & Fitness Committee~~, or on matters specific to the operations, ~~and~~ programs and maintenance activities of the golf clubs.

Section 3

The Golf and Green Committee may recommend policy to CA ~~or the Sport & Fitness Committee~~, but will have no policy-making authority for CA. The Committee also shall have no authority to direct or oversee the day-to-day work of CA's staff.

Section 4

If the Committee intends to request funds from CA, the Committee Chair shall provide testimony during the budget process to support that request.

ARTICLE IV: MEETINGS

Section 1

Regular meetings of the Committee shall be held at least quarterly and all meetings shall be open to the public, unless closed pursuant to the provisions of the Maryland Homeowners Association Act. More frequent meetings may be established by the membership.

Section 2

The Chairperson may call special meetings at any time and shall notify all members and the public as to the time, place and purpose of such special meetings.

Section 3

Additionally, at the request of the majority of the members, the Chairperson shall cause a special meeting to be called. The request must be made in writing and be received at least two weeks before the requested scheduled date and must state the purpose for the meeting. No business but that specified in the notice may be transacted without the unanimous consent of those in attendance.

Section 4

A majority of the Golf and Green Committee's membership is required to be present at a meeting

to constitute a quorum.

ARTICLE V: AMENDMENTS

| The Golf [and Green](#) Committee may vote at any regular or special meeting to recommend to the CA Board amendments to this Charter. The recommendation must be accomplished by a vote of two-thirds of the entire Committee. Proposed amendments must be communicated to the membership at least 15 days prior to the meeting at which a vote will be taken with respect to such amendment. CA Sport & Fitness management may at any time recommend charter amendments to the CA Board.

ARTICLE VI: PARLIAMENTARY AUTHORITY

The rules of parliamentary practice set forth in “Robert’s Rules of Order, Newly Revised” shall govern all proceedings of this Committee, subject to such special rules as may be adopted.

ARTICLE VII: STAFF SUPPORT

| The CA staff members of the Golf [and Green](#) Committee will provide support to the Committee by working with the Chairperson to prepare and distribute the agenda, maintaining a schedule of the meetings and notifying the public of meetings, preparing and posting minutes of meetings, and otherwise carrying out the responsibilities described in “Responsibilities of Staff Liaisons for CA Advisory Committees.” The staff members also will assist in gathering, assessing and presenting information to ~~the Sport & Fitness Committee and~~ the CA Board.

ARTICLE VIII: REPORTS AND PRESENTATIONS

The Committee will provide a written report to the CA Board in July each year listing the Committee’s major accomplishments and outlining its proposed Charge.

Approved: January 2007

Revised: December 2008

Revised: April 28, 2016

Revised: October , 2016