

## **Leisure Town Home Association**

### **Charter for the Fitness Committee (draft 2/11/22)(updated 8\_11\_22)**

The purpose of this charter is to define the mission, authority, responsibilities, and membership for the Leisure Town Home Association “LTHA” Fitness Committee. The charter also conveys commitment from and implied support by members of the LTHA, the association’s board of directors, as well as the property managers.

#### **Vision**

Helping seniors enrich and empower their lives.

#### **Mission**

Enhance the quality of life in Leisure Town through fitness, strength, classes and socialization in the center and outside activities.

#### **Purpose**

The LTHA Fitness Committee shall assist the board of directors in fulfilling its responsibilities related to providing a safe place for LTHA residents to promote their health and fitness and consistent with the board’s goals and objectives. The Fitness Committee shall evaluate and make recommendations to the board toward a goal of promoting an active lifestyle for residents.

The committee will meet at least six times per year to complete the assigned responsibilities and fulfill the necessary objectives.

#### **Scope of Authority**

Ultimate authority for this committee lies with LTHA’s current board of directors. The committee has limited authority.

All Fitness Committee members must obtain approval before the expenditure of any LTHA funds.

All publications by the Committee which are provided to the Membership must be approved by the Board President and 2 Directors of the Board. This may be changed at a later date as determined by the Board.

#### **Membership**

The board liaison for this committee is Kathy Marchesseault. The board will appoint the committee chair and co-chair. The committee shall have a minimum of 3 members and a maximum of 5 members. Each member will serve a term of one year. Each committee member must go through the application process for renewal of the committee appointment. The board may fill vacancies on the committee and may remove a member from the committee at any time without cause.

The Fitness committee members commit to meeting at least 6 times per year, and commit to a term of at least one year.

Members must be in good standing, i.e. assessments current, no outstanding CC&R and/or rules non-compliance issues, and current and continuing owners or tenants.

Fitness committee members must review and sign an Ethics Policy and keep personal contact information of other members private and confidential.

**Roles and Responsibilities- include but are not limited to:**

1. Evaluate the operations of the Fitness Center so as to provide a safe and enjoyable environment to promote health and fitness for the LTHA Members.
2. Monitor the Fitness Center by volunteer assistance as best as possible.
3. Keep proper records related to Member usage.
4. Monitor equipment servicing by technicians as may be needed and report to the Management faulty equipment.
5. Monitor facility appearance and report problems in any areas, as observed, to the Management.
6. Publicize the Fitness Center hours, classes offered and pertinent information.
7. Review Rules and Guidelines annually.
8. Address user concerns and inform the Management and Board as necessary.
9. Keep an up-to-date approved Member list including all necessary documentation.
10. Help educate users on equipment operation directing them to the website or instructions on the equipment. Committee members and volunteers may demonstrate the usage of the equipment but not advise residents of usage.
11. Review and revise these rules as may be needed from time to time
12. Document infractions, & seek the best practice for a positive outcome and inform the Board and Management before Member sanctions are applied.

The committee will report its activities to the board at least six times per year. Current Board meetings will be held the 2<sup>nd</sup> Tuesday of each month. Please have a report to the Management on or before the third Friday of the month. The Committee may also elect to make a verbal report at the Open Board meeting and present a copy of the report to the Board.

**Meetings**

A majority of the Fitness committee members shall constitute a quorum. The committee chair will keep a copy of the committee meeting minutes and forward a copy to the Manager. The committee chair may invite any director, officer, staff member, expert or other advisor who isn't a member of the committee to attend, but these individuals have no voting power.

## **Revision**

This charter may be reviewed, communicated, and revised as deemed necessary by the board.