

FRANKLIN FARM FOUNDATION

Administrative Resolution No. 7A

Terms of Reference - Pool Committee

WHEREAS, Article VI, Section 8 (i), of the Bylaws appoint the committees prescribed in Article VIII herein and such other committees the Board of Trustees deem necessary or helpful; and

WHEREAS, Article VI, Section 2 (b) (iv), of the Bylaws state that the Neighborhood Board shall perform such duties as may be assigned by the Board of Trustees; and

WHEREAS, the board of Trustees desire these committees to function with the interest of the Neighborhood;

NOW, THEREFORE, BE IT RESOLVED the board of Trustees has adopted the attached Terms of Reference for the Pool Committee.

Book of Minutes No. 47, Meeting #301

ATTEST:

November 16, 2005
Date

Lynn Mangione
Executive Director

COPORATE SEAL

Terms of Reference
Pool Committee

I. GENERAL

The Pool Committee of the Franklin Farm Foundation shall be responsible for management and operation of both pools within Franklin Farm.

II. PURPOSE

The Pool Committee is responsible for:

1. The development and implementation of Rules deemed necessary to provide equitable usage of pool facilities to Franklin Farm residents. These rules may include access to the pools, membership requirements, conduct of swimmers, and others using the facilities.
2. The recommendation of necessary pool maintenance through the Executive Director, and the recommendation of the pool company to service the Franklin Farm pool facilities as appropriate.
3. The recommendation of pool membership rates based on the cost of services required to run the pool operations.
4. The preparation and submission to the Financial Advisory Committee of an integrated program budget for the forthcoming fiscal year. The budget preparation and submission shall be in accordance with the guidelines and time schedule prepared by the Financial Advisory Committee.
5. The Pool Committee shall monitor and review, at least quarterly, the budget expenditures.

III. ORGANIZATION

A. The membership of this committee shall be comprised of the following:

1. Neighborhood Representatives. Each Neighborhood is empowered to appoint in writing one Representative to the Committee. Each will have one vote on all matters under consideration and acted upon by the Committee. Designated alternates will be permitted in cases of absence of a Neighborhood Representative. Alternates may attend all meetings but will not vote unless they are acting in place of an absent Representative.

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2. Ex-Officio Members. A representative of any other Foundation level committee is entitled to ex-officio membership status with all the responsibilities associated with that of Neighborhood Representatives less the voting rights. As such, they may introduce agenda items with the concurrence of the Committee Chairperson and fully participate in all discussions pertinent to their parent Committee or Sub-Committee.
3. Sub-Committees. Sub-Committees may be established by the Pool Committee to address specific issues. Sub-Committee membership may include any residents interested in the specific function. The Chairperson is selected by the Sub-Committee members subject to the concurrence of the Committee. The Sub-Committees will receive general direction and terms of reference from the Committee. Periodic reports are submitted when requested by the Committee or when considered appropriate by the Sub-Committee.
4. Committee Chairperson. The Chairperson of the Pool Committee will be elected annually by and from the voting membership of the Committee at the October meeting each year to begin serving as Chairperson when approved by the Board of Trustees or in January of the following year. In the event of a vacancy in the position of Chairperson, the vacancy shall be filled from the Committee membership upon election and approval of the Board of Trustees. The Chairperson is responsible for coordinating and supervising the Committee activities and meetings to assure that the Committee responsibilities are met and for submitting periodic reports of Committee activities to the Board of Trustees. A Vice-Chairperson will be appointed by and from the voting membership to assist the Chairperson and to act in place of the Chairperson when necessary.
5. Recording Secretary. The Chairperson will designate a resident of the committee to be the Recording Secretary. The Recording Secretary will be responsible for the keeping the Committee roster, recording minutes of all Committee meetings, preparing the periodic reports of Committee activities for the Chairperson, maintaining written documentation on Committee decisions and performing other functions in support of the Chairperson and Representatives.

IV. OPERATIONS

- A. Meetings. Meetings of the Franklin Farm Pool Committee will be held at a regular time, place and date. Normally this meeting will occur monthly, but not less frequently than once a quarter. When necessary, Committee meetings will be called by the Chairperson or upon the request of at least 2 voting members. If a special meeting is needed, members of the Committee and residents will be notified in advance. Sub-Committee meetings will be held as necessary. All Committee and Sub-Committee meetings are open to any Franklin Farm resident. If a special meeting is needed, residents will be notified at least three (3) days in advance of such meeting.
- B. Direct Resident Input. A time for direct resident input will be included on the agenda of each regular meeting of the Committee. The order and duration of resident input will be determined by the Chairperson and announced at the beginning of each meeting. If sufficient time is not available to hear and discuss all the desired inputs, a special meeting will be scheduled to complete the discussion. For major issues, the Chairperson may limit discussion to appropriate time periods to enable maximum participation. Resident input to Sub-Committee meetings should be appropriate to the business at hand as determined and controlled by the Sub-Committee Chairperson.

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C. Communications: The Committee shall submit a brief written summary of its past month's activities to the Board of Trustees in sufficient time to permit dissemination to each Trustee at least ten (10) days in advance of the monthly Trustee's meeting. Any proposed action recommended by the Committee should have the benefit of Committee representation at the Trustees' meeting where the proposal will be considered. The committee should submit informational articles relating to rule changes, alteration of check-in process, promotion of pool safety, etc. to the Almanac.

D. SPECIAL RELATIONSHIP: The Pool Committee shall work closely to support the activities of the Franklin Farm Swim Team known as the Froggers, concerning the scheduled use of the facilities and safe conduct of events.