

# **MKV GARDEN COMMITTEE CHARTER**

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## **MCKINLEY VILLAGE COMMUNITY ASSOCIATION**

**WHEREAS**, the McKinley Village Community Association (“**Association**”) Board of Directors (“**Board**”) may designate a committee and may establish the purposes and powers of such committee;

**WHEREAS**, the Board deems it desirable to establish a committee to assist with the maintenance and administration of the community garden area (“**MKV Gardens**”) located within the McKinley Village Community;

Therefore, be it resolved that the MKV Garden Committee (“**Committee**”) shall be established, and that it shall operate in accordance with the procedures set forth below:

### **COMMITTEE MISSION**

The Committee shall assist with the maintenance and administration of the MKV Gardens within the Association. The Committee is established to interface with the Board and Management for the purpose of assisting residents with the use of the Gardens.

### **CHARTER PURPOSE**

The purpose of this Charter is to outline the role, responsibilities, composition, and operating guidelines of the Committee, in accordance with the governing documents of the Association.

### **MEMBERSHIP**

1. The membership of the Committee is to be determined by the Board and may be composed of any number of Association members in good standing.
2. The Committee and all Committee members (including any Board director serving on the Committee) shall, at all times, serve solely at the pleasure of the Board. This means that the Board, in their sole discretion, may appoint members to the Committee, remove any member or director of the committee at any time, without cause, by a majority vote of the Board then in office.
3. Committee members will nominate amongst themselves one member who shall be recommended to the Board to serve as Committee Chairperson and one Member to serve as Committee Co-Chairperson. The positions of Committee Chairperson and Co-Chairperson must be held by members, and shall be re-instated annually by the Board.

### **DUTIES AND RESPONSIBILITIES**

1. The Committee shall manage the MKV Gardens, including but not limited to scheduling and facilitating meetings, ensuring compliance with the MKV Garden Policy, and act as the program’s main contact.

2. The Committee shall be responsible for overseeing the MKV Garden program, maintaining the MKV Gardens, and ensuring successful onsite composting.
3. The Committee shall make recommendations to the Board regarding the MKV Garden Policy.
4. The Committee shall review and accept garden plot applications and make plot assignments.
5. Committee members may be immediately removed from the Committee for exceeding authority granted by this Charter.

### **CHAIRPERSON AND CO-CHAIRPERSON**

1. All Committee members shall process communications through the Chairperson and/or Co-Chairperson to the Board and Management.
2. The Chairperson and Co-Chairperson shall:
  - a. Keep written minutes of all meetings and present oral and written reports to the Board if required;
  - b. Provide communication of actions and recommendations, issues/concerns, changes in conditions, upcoming events, and other items: a) to Management prior to Board meetings that require Board action; and b) to the Board at Board meetings.

### **MEETING & REPORTING**

1. The Committee shall meet as necessary and may provide written reports to the Board during the regular scheduled Open Session Board meetings. Any written reports shall be provided to Management at least ten (10) days prior to the Board meeting.