Chapter 10-10

FOOD AND BEVERAGE COMMITTEE CHARTER

I. PURPOSE AND OBJECTIVE

The Committee is intended to assist the Board of Directors, the General Manager and F&B Managers in defining the direction and requirements of the Association’s Food and Beverage amenities. It is the responsibility of this Committee to review the existing Food & Beverage operation, assess inputs from Association members, and provide relevant recommendations to the Board of Directors and/or the Food and Beverage Managers.

Each committee is advisory to the Board and management. Standing committees have been established to provide input/recommendations to the Board and management but do not have the authority to direct staff, management or the Board.

The general committee purpose is to serve as the eyes and ears and voice of the membership by developing recommendations that reflect as best as possible the membership’s wants, needs and desires as well as the best interests of the Association.

II. ORGANIZATION OF COMMITTEE

The committee is made up of seven (7) homeowners, who are selected on a rotational basis (see BP 10-01) by the sitting committee members. Selection of new committee members is based upon Committee Member Resource Forms that are submitted to the committee as well as interviews with the applicants. Annually, the roster of new committee appointees is submitted to the Board of Directors for approval. At the first meeting of the new committee year (typically November), the committee elects a chairperson and secretary. A member of the Board of Directors, the General Manager and the Food and Beverage Managers serve as consultants to the Committee and may provide direction and assignments to the Committee. The Chairperson may invite other homeowners to participate in special assignments, but they have no voting rights. The majority of Committee members constitute a quorum, which is required to conduct any Committee business.

III. SPECIFIC DUTIES

- Assess current Food & Beverage operations, service, food offerings, and facilities at both Cottonwood and Palo Verde to assure that the needs and desires of the community are being met.

Adopted 09/25/02
Revised 01/29/03
Revised 04/30/03
Revised 04/28/04
Revised 02/23/11
- Review inputs from the community concerning F&B, including Comment Cards and “word-of-mouth.” Solicit community inputs, as appropriate, through the use of surveys and other means. Provide feedback and recommendations to the Board and Management based on these inputs.

- Review the current setup or any proposed changes to the F&B facilities to assure that there is optimum space, operations, ambience, and level of service. Provide recommendations, as needed.

- Observe usage trends and menu preferences at F&B venues, and provide recommendations as needed. Use monthly menu/food count reports to support this objective.

- Monitor overall finances of the F&B operations to support and ensure that budget guidelines are being met. Provide recommendations to the Board and/or Management of any items or areas that may impact the current or future financial requirements of the HOA Operating Budget.

- Generate communiqués, advertising, and other forms of communication, including a weekly e-letter, to inform homeowners and promote usage of the Association F&B venues and events. Content of these communications are to be coordinated with Management.

- Generate ideas intended to promote increased F&B usage and revenue. Provide these ideas to Management and support Management in the development or execution of these promotions.

- Support Management and/or the Board, as needed, with assigned projects.

- Provide recommendations to the Board and/or Management in meeting minutes and a monthly report. Recommendations are to be reported at the monthly Agenda Planning and Board meetings. No recommendations or actions are to be levied directly to F&B staff or managers. The monthly report and meeting minutes are to be sent via e-mail to the Board, General Manager, and Administrative Services Manager no later than noon, on the Thursday preceding the monthly Agenda Planning meeting.

- The Committee Chair or his/her designee shall attend the monthly Agenda Planning and Board meetings to report on the activities and recommendations of the committee.

Be enthusiastic, hardworking, positive, willing to attend meetings and support Association events as a user. Willing to consider the Association as a whole rather than concentrating on a narrow or personal interest.