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## *Thank You!*

The Board of Directors (BOD) of Russell Mill Swim and Tennis Club thanks you for stepping up to help on a committee. We know your time is valuable and your willingness to contribute your time towards improving the member experience is very much appreciated.

To help you understand the role and expectations, this document was prepared to help you work effectively with the BOD.

The BOD will assign a board member to each committee as liaison to keep open the line of communication. The liaison is an ex-officio member of the committee and should be kept informed of all committee meetings and activities.

Each committee will focus on their subject area (Tennis, Swim/Dive, Events, Gardening, etc.) and have authority and responsibility for it. The BOD expects committees to operate autonomously in accomplishing their goals. And while the BOD will try to mostly “stay out of the way”, there are some decisions that will require prior BOD approval. It is the responsibility of the committee to request (via the liaison) this approval for any aspect of their subject area that may affect other areas of the club or the fiduciary responsibility of the BOD. If you are unsure if a particular decision requires BOD approval, contact your liaison for guidance. Some examples:

- a) Announcements – any communication to the membership should be done via the regular newsletters published by the BOD. Submit your newsletter item via your liaison at least two weeks ahead of when you want it sent to members. Emergency notifications regarding time changes and cancellations due to weather should be sent to your liaison and the club manager at [manager@russellmill.com](mailto:manager@russellmill.com)
- b) Publicity – any communication outside of the club (newspaper, etc.) must have specific prior approval of the BOD to ensure it is consistent with the branding of the club.
- c) Scheduling – the use of clubhouse, picnic area, or any club facilities must be coordinated across committees via the BOD. The “Event Request Form” can be found on the website.
- d) Events – events require prior board approval. The Event Planning and Financial Statement forms to be completed can be found on the website. All events need to be self-funding, and can serve to provide fun, teambuilding, etc., but NOT fundraising
- e) Fundraising – all fundraising should be coordinated through the Fundraising Committee
- f) Expenditures – the BOD must approve expenditure of club funds
- g) Agreements – only the BOD may enter into agreements with vendors, suppliers, etc.

Committee ideas in these areas are welcome, but require prior board approval.

The BOD believes communication is the key to success. If you have any questions, concerns, or suggestions, please do not to hesitate to contact your liaison or any other board member as needed. We look forward to working with you and thank you for your participation.

Russell Mill 2010 Board of Directors

Dave Brown, President

Chris Riley, Vice President

Mark Taylor, Past President

Joe Holland, Treasurer

Diane Riley, Clerk

Kathy Murphy, Director of Operations