

# House Committee Overview

The House Committee shall consider issues and concerns of the Alano Club members prior to coming to the Board for resolution and recommendation to the Alano Club Board.

## Role of the Committee Chairperson:

**Role Overview:** A Committee Chair leads a specific committee, ensuring it functions effectively and achieves its objectives.

### Key Responsibilities:

- ❖ Lead committee meetings and set agendas.
- ❖ Coordinate with committee members to achieve goals.
- ❖ Report committee progress to the board.
- ❖ Ensure committee activities align with the organization's strategic plan.
- ❖ Recruit and engage committee members.

### Qualifications:

- ❖ Experience in the relevant area of the committee's focus.
- ❖ Strong leadership and organizational skills.
- ❖ Commitment to the mission and values of the Alano Club of Battle Creek, Inc.
- ❖ Ability to motivate and engage committee members.

## Key Responsibilities- Security and Maintenance:

- ❖ Conduct regular walk-throughs to identify and address maintenance and repair needs. Prioritize maintenance concerns, obtain necessary quotes, make recommendations to the Board and coordinate with vendors to ensure that work is completed correctly and timely.
- ❖ Arm and disarm the building daily and respond promptly to any security issues. Act as point of contact for groups if incidents occur or complaints are made, acting as the liaison and moderator to ensure a safe and welcoming environment for all members. All incident reports and complaints, along with the resolution, must be documented and submitted to the Board prior to the monthly Board meeting. Make recommendations for suspensions or disbarments to the Board as a last resort.
- ❖ Monitor security cameras and manage door codes and keys. Issue door codes, key fobs and keys to approved individuals only, monitor who has possession of property access and when necessary, retrieve key fobs and keys or change door codes accordingly.
- ❖ Coordinate with law enforcement to enforce no-trespassing orders. Ensure that the Board of Directors is kept up to date with any law enforcement activity on the property and that any reports or documentation is kept on file in an orderly manner.
- ❖ Serve as the primary point of contact for the alarm system.