

Seashore Point-Deaconess Condominium Association
Charter for the Residents' Council

This charter empowers the **Residents' Council** to fulfill its purpose for the **condominium residents** of Seashore Point. The charter may be rescinded by a majority vote of the **Board of Trustees**. The **Residents' Council** is focused on **Lifestyle** and **Quality of Life** issues for the people who **reside in the residential units**.

The **Council** shall be advisory in nature and shall have no authority to act or bind the **Association** in any manner without the specific, written authorization of the **Board of Trustees**.

Name: Residents' Council

Purpose: To create and maintain a vibrant living community that improves the **quality of life** through offering services and events that meet the **social, cultural** and **wellbeing** needs of **all condominium residents**.

Responsibilities: The primary responsibilities of the **Residents' Council** are as follows:

- Interact with condo residents to determine if their social, cultural and wellbeing (SCW) needs are being met.
- Create an **Activities Plan** and budget for the delivery of activities and events that help residents meet their SCW needs and to present it to the **Board of Trustees** for approval.
- Work with **Management** to deliver SCW programs, activities, and events for residents.
- Create working **Activities Committees** as necessary to implement the **Activities Plan** and appoint Chairpersons to lead Committees.
- Assist **Management** with meeting residents' needs and resolving residents' issues when possible.

Relationship to Board: The Council shall be an advisor to the **Board of Trustees** with the Board having the decision-making authority. Council minutes shall be provided upon request. The elected **Residential Trustees** will act as liaison to the Council, for the purpose of ongoing communications with the Board. However, the Residential Trustees will not be officers of the Council.

Relationship to Management: **Management** and the **Hospitality Manager** shall work closely with the Council to provide advice and recommendations from a Management perspective to ensure that actions taken are consistent with the governing documents and may provide administrative support as required.

OFFICERS, COMMITTEE CHAIRS AND THEIR RESPONSIBILITIES/DUTIES

1. The Residential Trustees of the Board, following their election at the Annual Meeting, shall appoint the officers of the Council.
2. **Officers.** The officers of the Council shall be **registered residents** of Seashore Point and consist of a **Chairperson**, a **Secretary**, and a **Treasurer**.
3. **Executive Committee.** The Executive Committee will be composed of the Officers and the appointed Committee Chairs.
4. **Committee Chairs.** The Committee Chair of each Committee will be appointed by the Officers, serve on the Executive Committee of the Council, and will facilitate the activities of their committee.
5. **Term of Office.** Council members shall serve for the one-year period between **Annual Meetings** of the Condo Association or until their replacements have been appointed. Officers may not serve for more than five consecutive terms in the same office.
6. **Vacancy in Office.** Should any officer position become vacant for any reason, the unexpired term shall be filled by appointment of the Residential Trustees.
7. **Responsibilities/Duties.** Officers shall perform the duties specified below and such other duties as the Board of Trustees or Residents' Council assigns.
 - a. **The Chairperson shall:**
 - i. Preside at all meetings of the Council.
 - ii. Act as a liaison between the Council, its members and Management.
 - iii. Be responsible for the creation of a Social, Cultural and Wellbeing Activities Plan and budget for the residents.
 - iv. Present the SCW Activities Plan and budget to the Board of Trustees for consideration.
 - v. Perform such other duties as may be assigned by the Council.
 - b. **The Secretary shall:**
 - i. Record the minutes of the meetings of the Council.
 - ii. Keep a roster of committees and their chairs/co-chairs.
 - iii. Post and distribute notices of meetings of the Council.
 - iv. Keep an up-to-date copy of such minutes and roster on file in the library..

- c. **The Treasurer shall:**
- i. Be responsible for creating a budget for the SCW Activities.
 - ii. Collect receipts and invoices for expenditures from Committee Chairs and submit to management for reimbursement.
 - iii. Keep proper records of expenditures.
 - iv. Render an accounting of expenditures at Council meetings and at each Annual Meeting.
 - v. Submit a year-end report of the expenditure of funds provided by the Board, or at such other times as requested by the Board.

MEETINGS AND COMMITTEES

1. **Meetings**. The officers shall determine the frequency and the date/time of all meetings of the Council
2. **Notice of Meetings**. All meetings that are not regularly scheduled must give a one-week advance notice to all who are eligible to attend.
3. **Creation of Committees**. The officers will create all committees as needed and will dissolve committees when no longer needed. Committee members will serve until the next Annual Meeting or until Committee is dissolved.