

**Almaden Winery Neighborhood Association
Park Committee**

**Roles & Responsibilities
Version 1.2**

The purpose of this document is to establish clearly in writing the role and basic operating procedures of the Almaden Winery Neighborhood Association (AWNA) park committee.

Reasons for A Committee

Park issues could be addressed in many different ways. For instance, issues could be addressed in the AWNA general meetings, led by the association president. We have, however, chosen to use the format of a park committee for the following reasons:

1. To make sure the Almaden Winery Park continues to be improved
2. A small group can be more effective, efficient and consistent
3. AWNA meetings have many other subjects to explore and shouldn't be consumed by park issues
4. AWNA meetings are a revolving door of people who don't have a commitment to ongoing problem solving and fund raising

Roles & Responsibilities of the Park Committee

The park committee has the following roles and responsibilities:

1. To speak with a single voice for the community to the city for funding purposes.
2. To ascertain what the community needs and wants for the park.
3. To ascertain if these needs and wants are feasible.
4. To provide for continuous improvement in community quality of life and home values.
5. To coordinate activities for approved park projects. This includes obtaining funding from whatever sources are available and doing research on available funding outside the government venue.
6. To get community participation in fund raising efforts that are not obtained from city funds and grants.
7. To develop the process to set priorities based on community input.
8. To provide a think tank for creating ideas and discussing possibilities.

Guidelines for Committee Operation

1. The committee membership should be small group of no more than eight to ten members (multiple members of one household count as a single member). This size will enable the committee to meet at member's homes and will keep schedule coordination feasible.
2. The committee will have membership from all three developments. Additionally, we will strive to have a membership that is demographically representative of the community at large. As vacancies become available, we will strive to fill positions with these goals in mind.
3. The committee will maintain a waiting list of people who want to serve when a vacancy is open. Persons on the waiting list from an underrepresented neighborhood receive preference.
4. Meeting frequency should be as needed but with a minimum of once a quarter.
5. Meeting times and dates should be flexible to accommodate personal schedules. The end of every agenda should be to set a date, time and place for the next meeting taking everyone's schedule and the need to meet into account.
6. Membership requires a commitment to attend meetings regularly.
 - Members are expected to attend each meeting unless there is a last minute illness or travel requirement. If such occurs, the member is expected to notify the meeting host he or she will not be able to attend.
 - If a member misses three meetings out of four, he or she can be dropped from the membership. Dropping a member from the committee requires a majority committee vote.
7. Members may request a leave of absence of up to three months without being dismissed or replaced.
8. Oftentimes there is a need to conduct committee business outside of meetings. In order to facilitate such business, committee members are expected to respond to e-mail pertaining to committee business within 1 week of receipt. If a member is away from e-mail for an extended period of time (more than 1 week), he or she should send a e-mail informing the committee of the absence or make use of automatic out-of-office response. If committee business requires a decision to be made in 72 hours or less, committee members are expected to contact each other via phone.

9. The committee shall assign members to the following roles:
 - Meeting logistics (setting date, time, place for meetings)
 - Meeting agendas (creation of agendas prior to meetings)
 - Meeting minute taker
 - Meeting facilitator

Guidelines for Committee Behavior

1. Members should work as a group and not take actions affecting the committee effort without some committee authorization. Such authorization could be accomplished by e-mail.
2. Committee members should make a good faith effort not to alienate the city or our neighbors. Alienation, conflict and opposing factions in the neighborhood simply make our job harder and less pleasant.

Modifications to This Document

This document may be modified using the following process:

1. A change is proposed by anyone in the neighborhood.
2. The committee votes on the change. 3/4 of the committee must vote in favor of the change for it to be accepted.

Version Information

<i>Version</i>	<i>Date</i>	<i>Author</i>	<i>Changes</i>
1.0	11/13/01	Nancy Sakal / Amy Paschal / Committee	Original Version
1.1	11/13/01	Amy Paschal	Added guideline regarding e-mail response
1.2	11/14/01	Amy Paschal	Modified guideline for out-of-meeting communication per 11/13/01 committee meeting. Added guideline for committee member roles as discussed at 9/25/01 committee meeting. Added process for modifying this document as discussed at 9/25/01 committee meeting.