

CGCC Community Workshop

PREAMBLE

1. The Committee is advisory to the Board of Trustees,
2. The major purpose of the Committee is to look after all matters that pertain to the successful operation of the Community Workshop that serves the needs of all CG Colony Club members.
3. The Committee is open to all members in good standing and is composed of a Chairperson, volunteer members with interest in the Community Workshop, and a Board liaison. The Committee will have a minimum of four members, excluding the Board liaison. (CG By-Laws, Article VI, #6, Committees of the Board.)
4. The Committee Chairperson is approved by the Board and will serve for a two year time period beginning after the August Board meeting.

DUTIES

1. Perform the duties required to equip and maintain the workshop including the tools, equipment, and supplies. Provide oversight to those who maintain the workshop.
2. The Workshop Committee Chair works cooperatively with the Harbor Master and Marina Chair in terms of all aspects of the Workshop that deal with the maintenance and upkeep of the Community Marina.
3. Provide support and assistance to other Cape George Committees on a request basis.
4. Assist with the preparation of the annual workshop budget and work to meet the goals set forth in the budget and the reserve schedule for the workshop. Also, work to develop a long-term plan for improvements needed to maintain a viable workshop.
5. Offer occasional open houses and educational workshops (when interests warrant) to acquaint members with the basic functions and safety requirements for operating the power equipment provided in the workshop.
6. Develop a long-term plan for the improvements needed to maintain a viable workshop.

COMMITTEE CHARTERS

7. Maintain an annual inventory of all major tools and equipment utilized in the workshop.
8. Develop and maintain appropriate safety signs relating to the use of the power and other potentially hazardous equipment available in the workshop.
9. Coordinate with the manager in regards to needed repair and purchase of major equipment and purchase when necessary expendable and consumable supplies required in the workshop.
10. Keep written minutes of all meetings and present oral and written reports to the Board of Trustees when appropriate. The chairperson or his/her designee will submit an annual written and oral report at the CG Annual Membership meeting.
11. The Committee will meet at least two times per year or as necessary to accomplish its goals and activities.

Carol Wood, Secretary

Richard Hilfer, President