

**AD HOC COMMITTEE CHARTER
for the Community Pier**

Proposed: May 27, 2010

I. PURPOSE

The Ad Hoc Committee for the Community Pier shall be an ad hoc (temporary) advisory committee to the LMOA Board of Directors. Its primary purpose shall be to provide assistance to the Board and Staff to plan, acquire materials and construct the Community Pier at Tufton Lake. LMOA is responsible for construction and maintenance of the Pier.

II. MEMBERSHIP AND STRUCTURE

- A. The Committee shall be comprised of members appointed by the Board of Directors who are active in the funding and construction of the Pier.
- B. The Board of Directors shall appoint the chairman of the Committee.
- C. The General Manager shall be the liaison between the Committee and the Board.

III. DUTIES AND RESPONSIBILITIES

The Ad Hoc Committee replaces the Community Pier Working Group which was created by the Board of Directors on December 18, 2008.

- A. The Ad Hoc Committee shall assume the tasks assigned to the Working Group:
 - 1. Track individual and group donations by retaining the name, address, telephone number, and e-mail address for use in returning funds if the goal is not reached.
 - 2. Provide a monthly summary of progress in reaching the goal that can be reported by the Treasurer.
 - 3. Deliver receipts on a weekly basis to LMOA Staff for deposit in a savings account using the LMOA tax number.
 - 4. Develop with the Solicitation and Contract Review Committee an acquisition strategy for procurement of materials and services.
 - 5. Return to the Board with proposed actions if the goals are not met.
 - 6. Meet requirements of the ECC and return to the Board for approval for actual positioning and construction.
 - 7. Inform all donors that contributions are not tax deductible.
- B. The Ad Hoc Committee shall work with LMOA staff on design of the Pier and any Request for Information (RFI) or Request for Proposal (RFP) needed for Pier construction.
- C. The Ad Hoc Committee shall work with LMOA staff on Pier construction.

VI. COMMITTEE MEETINGS

The Committee shall meet as needed. Committee meetings, actions and conduct shall be in compliance with PM 16.0, Committees, unless specifically prescribed otherwise by adoption of the Charter by the LMOA Board of Directors.

V. DELIVERABLES EXPECTED

- A. At their initial meeting, the Ad Hoc Committee shall review the Board approved Charter and recommend a project completion date to the Board.
- B. The Ad Hoc Committee shall submit recommendations for placement and construction of the Pier for Board approval.
- C. The Ad Hoc Committee shall submit a list of Committee members to the Board for approval.
- D. The Ad Hoc Committee shall give a status report to the Board at least once every two months.
- E. The Ad Hoc Committee shall complete fundraising by June 2011.
- F. The Ad Hoc Committee shall work with LMOA staff to construct a Community Pier.
- G. The Ad Hoc Committee's Charter shall end when the pier is complete or December 31, 2011 whichever comes first.