

Thayne Senior Center Building Committee

Charter

Purpose: The Building Committee is a standing committee in support of the Thayne Senior Center and reports to the Board of Directors. The Building Committee shall assist the Board of Directors in fulfilling its oversight responsibilities related to the construction of a new senior center facility.

Authority: The Building Committee has authority to carry out its responsibilities as outlined in Article IV of the Thayne Senior Center By-Laws.

Members: The Building Committee will have a minimum of two (2) members and a maximum of five (5) members. The Building Committee Chairperson shall be appointed by the Board of Directors. Members of the Building Committee are volunteers from the community with extensive experience in home building, commercial building, or government building projects, and will serve a term of two (2) years. The Building Committee meetings are closed to non-members of the Building Committee and the public.

Meetings:

- The Building Committee shall meet at least monthly and more often as deemed required by the Building Committee Chairperson.
- A simple majority of the Building Committee members shall constitute a quorum.
- The Building Committee may communicate by telephone or other electronic communication means.
- The Building Committee Chair shall keep a written copy of the Building Committee meeting minutes and forward a copy to the Board of Directors Secretary.
- The Building Committee shall submit a written summary of Building Committee activity to the Board of Directors at each Board meeting.
- The Building Committee may invite any expert or other advisor who isn't a member of the Building Committee to attend, but these individuals have no voting power.

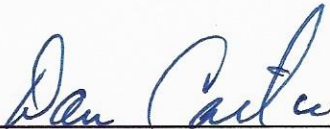
Responsibilities:

Chairperson – The Chairperson is the point of contact for the Building Committee, shall schedule and organize meetings, add or remove committee volunteers as needed at any time without cause, and report Building Committee activities and recommendations to the Board of Directors.

Members – The Members shall attend meetings as called by the Chairperson to establish a committee quorum, provide expertise and experience to the Building Committee as needed, and carry out the actions of the Building Committee.

- Review detailed project parameters
- Review architectural drawings
- Review building plans
- Review systems requirements
- Review landscaping plans
- Prepare bid documents with task breakdown and deliverable due dates so that all potential bidders will have the same requirements
- Review bids and cost estimates
- Assist in selecting contractors
- Interface with General Contractor on all issues
- Bring project needed decisions to the Board of Directors for discussion and decision by the Board of Directors
- Monitor the building completion timeline
- Provide task completion approval for payments to be made

The Building Committee shall review its Charter at least biannually and recommend any proposed changes to the Board of Directors for review and approval.



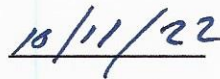
Board President



Date



Board Secretary



Date