

TELLICO VILLAGE
PROPERTY OWNERS ASSOCIATION
FOOD SERVICES ADVISORY COMMITTEE CHARTER

I. AUTHORITY/REPORTING RELATIONSHIP

ARTICLE VI of the By-Laws of the Tellico Village Property Owners Association, Inc. (the "TVPOA")

II. PURPOSE

The Food Service Advisory Committee advises and makes recommendations to the Director of Food Service and communicates with TVPOA members regarding food services in the Village, including concerns and opportunities for improvement in service and satisfaction. The committee acts under the direction of the Director of Food Service.

The Committee is available to TVPOA members to listen to their questions and concerns and to help resolve problems, when possible.

With the Director of Food Service concurrence, the Committee assists in carrying out special studies or projects that the Director does not have the resources or time to do.

III. APPOINTMENT

- A. Committee members shall be members of the TVPOA in good standing and shall be appointed by the TVPOA Board of Directors (the "Board").
- B. Committee terms shall normally be for three years commencing on the first day after the approval at the January Board Meeting, with approximately one-third of the members appointed each year. Committee appointments shall be made by the Board at its January meeting. Committee members shall serve at the pleasure of the Board.
- C. Vacancies on the Committee shall be filled by the Board for the remainder of the Committee member's term.

IV. DUTIES

- A. Under the direction of the Director of Food Service, monitor, advise and make recommendations regarding food service operations to maintain food quality and selection, service quality, and financial results._
- B. Review, recommend, and assist with:

Food Services Advisory Committee Charter

- Short- and long-term plans for food service at the Yacht Club, Kahite, Tanasi and Toqua and other TVPOA facilities as directed.
 - Policies pertaining to food service, including promotional/public relations programs to increase property owner usage and guidelines related to Tellico Village activity use of the food service facility.
- C. Analyze customer and staff input and identify actions for improving operations and service, including menu preparation, special events and net revenue enhancements.
- D. Identify opportunities to improve the financial condition of food service operations.
- E. Review capital equipment purchases and facility improvements for food service facilities with the Director of Food Service.
- F. Monitor and analyze revenues, expenses, and capital expenditures for food services. Consult with the Director of Food Service regarding substantial variances from budget and financial plans, goals and objectives.
- G. Coordinate with other committees as appropriate in the accomplishment of goals and objectives.
- H. Submit proposals for long-range plans for areas of Committee responsibility, including recommendations for facilities, food programs and operations.
- I. A background in the Food Service industry is preferred. The ideal candidate will assist in the assessment of the food service needs and the best way to meet them.
- J. Evaluation of the service, facilities and products offered.
- K. Provide feedback and suggestions gathered from the residents relative to their food service needs.
- L. Provide input into the development of nutritional programs and services as well as assisting in the overall monitoring and evaluation of these initiatives.

V. COMMITTEE STRUCTURE

- A. The Committee shall consist of no fewer than five (5) and no more than

Food Services Advisory Committee Charter

seven (7) voting members, the number of which shall be determined by the Director of Food Service annually prior to the appointment of new members by the Board at its December meeting. The Committee shall by a majority vote elect a chairperson, vice-chairperson and secretary for a term of office expiring at the end of the year for which the officer is elected to serve.

- B. A quorum, which shall be a majority of the voting Committee members, is required for an official meeting of the Committee. Actions of the Committee require a majority of voting members present.
- C. A TVPOA Board member may serve as liaison to the Committee. For coordination, the Director of Food Service shall serve as a nonvoting ex-officio member. Other nonvoting ex-officio members shall serve as the Board deems necessary.
- D. The Committee may utilize subcommittees and ad hoc committees as needed in achieving program goals. Subcommittees will be composed entirely of Committee members. Ad hoc committee members may consist of both members and nonmembers of the committee as recommended by the department director and approved by the Board of Directors. Except as provided in this subsection, no other subcommittees or ad hoc committees may be appointed by the committee without the Board's prior approval of the new ad hoc committee's purpose, term and membership.

VI. LIMITATIONS

- A. The Committee shall not supervise, hire, fire, or discipline employees.
- B. The Committee shall not negotiate or contract with third parties, nor shall it incur unauthorized expenses on behalf of the TVPOA or otherwise obligate or commit funds of the TVPOA.
- C. The Committee will maintain the confidentiality of all proprietary information of the TVPOA or furnished to the TVPOA.

VII. MEETINGS

- A. Regular Committee meetings will be held monthly on an announced basis and are open to TVPOA members.
- B. Special meetings may be held at the discretion of the Committee and will be open to all members of the TVPOA unless the purpose of the meeting is to discuss personnel, litigation, contract negotiations, sensitive matters regarding individual TVPOA members. The Committee is encouraged to

Food Services Advisory Committee Charter

give general notice of special meetings.

VIII. DISPUTE RESOLUTION

Should disagreements arise between an Advisory Committee and the functional Department that it serves, the proper sequence of resolution is as follows:

1. Discussion between the Advisory Committee Chair and the Food Services Director.
2. Elevation of the disagreement to the TVPOA CEO.
3. Elevation of the disagreement to the Board for final resolution.

IX. REPORTS

The Committee will be expected to furnish periodic reports at Board meetings, when requested, which shall include any reports of actions requested by the Board and any Board action requested by the Committee. Minutes of Committee meetings shall be maintained and furnished to the Board on a timely basis.

Approved by TVPOA Board of Directors: February 16, 2005

Amended September 20, 2023