

DUTIES AND RESPONSIBILITIES OF COMMITTEE CHAIRPERSONS OF THE BEAR TRAP RANCH LANDOWNERS ASSOCIATION

In an effort to define the duties and responsibilities of Committee Chairpersons; the following document was adopted by the Board of Directors (BoD) at their June 26, 1984 meeting. This document was updated to reflect current BTRLA policies as approved by the BoD on August 23, 1997. This document was reviewed and revised by the BoD on May 19, 2012.

BYLAWS COMMITTEE

The duties of the Bylaws Committee Chairperson shall include:

1. Attending all meetings of the Board of Directors
2. Advising the Board of Directors of the status of the committee's activities
3. Reviewing all suggested Bylaws changes or additions for wording, and intent
4. Presenting/providing for the presentation of revisions, changes or updating the Bylaws to the members of the Association at the Annual Membership Meeting
5. Providing guidance to the Board of Directors and the membership regarding questions relative to the Association's Bylaws.

FINANCE COMMITTEE

The duties of the Finance Committee shall include:

1. Attending all meetings of the Board of Directors
2. Advising the Board of Directors of the status of the committee's activities
3. The Treasurer shall receive and deposit in appropriate bank accounts all monies of the Association
4. The Treasurer shall disburse such funds as directed by the Board of Directors; co-sign checks (along with another member of the Board of Directors) and promissory notes of the Association

5. The Treasurer shall keep proper books of accounts; cause an annual fiscal year audit of the Association books to be made by a person(s) (excluding current Board Members) experienced in accounting
6. The Treasurer shall provide a statement of income and expenditures to be presented to the membership at the Annual Membership Meeting, and a copy of each to be published in the following Newsletter

NOMINATING COMMITTEE

The duties and responsibilities of the Nominating Committee Chairperson shall include:

1. Advising the Board of Directors of the status of the committee's activities
2. Validating how many (if any) of the current Board of Directors intend to seek reelection at the coming Annual Membership Meeting.
3. Seeking additional nominees to insure no less than five eligible members are available for the election.
4. Presenting the slate of Director for election at the Annual Membership Meeting

WELCOME AND RANCH LIAISON COMMITTEE

The duties of the Welcoming Committee shall include:

1. Attending all meetings of the Board of Directors
2. Advising the Board of Directors of the status of the committee's activities
3. Providing the Newsletter Editor and Webmaster names and addresses of new homeowners
4. Mail and/or hand deliver Welcome Packets to new home/Tract owners
5. Keeping current with regulations, laws or news that affects Ranch land owners in both Teller and Park Counties
6. Maintaining the Association entry signs, and bulletin boards
7. Providing for notices of concern/interest to land owners relative to flora and fauna on the Ranch (e.g. mistletoe, pine bark beetles, fire hazards, etc.) preferably via Newsletter articles and/or Website

ROADS COMMITTEE

The duties of the Roads Committee Chairperson shall include:

1. Attending all meetings of the Board of Directors
2. Advising the Board of Directors of the status of the committee's activities
3. Submitting a budget covering expenses of the committee for Board approval
4. Monitoring the conditions of the Association owned roads
5. Acquiring bids from contractors for road repairs and submitting the bids to the Board of directors for action
6. Making sure that the appropriate roads are repaired
7. Monitoring of contractors to insure compliance with statements of work
8. Organizing volunteer road repair groups/sessions (Roads Work Days)
9. Providing for emergency repairs to the Association owned roads
10. Obtaining approval for non-budget/over budget items
11. Prior approval must be obtained from the Roads Committee Chairperson before a landowner purchases road base or other road related items or performs work on any road. Landowner will not be reimbursed for expenses unless written approval by the Roads Committee Chairperson is given by email or USPO.

NEIGHBORHOOD WATCH COMMITTEE

This function is no longer under the auspices of the Board of Directors

NEWSLETTER COMMITTEE

The duties of the Newsletter Committee shall include:

1. Attending all meetings of the Board of Directors
2. Advising the Board of Directors of the status of the committee's activities
3. Maintaining current U. S. Postal mailing list of homeowners as well as email addresses

***The above duties and responsibilities are not to be considered all-inclusive; ad hoc tasking for individual Board members and Committee Chairpersons can be superseded by the Association President and/or vote of the Board of Directors.