

This Document describes the responsibilities of each of the Officers and each committee of the Onset Board of Trustees in 2021.

Officers of the Onset Board of Trustees 2021-22

Officers required by, and as described in, the OBOT By-Laws, with additional specific responsibilities by policy or by assignment noted in italics:

Chair: Kristin Carter Smith

The Chair shall preside at all meetings of the Board, fill Board vacancies, and supervise the proceedings of the Board, its officers, committees and activities. *By policy, the Chair must countersign and date all leases and send the fully executed copies to all parties.*

Vice Chair: Jay Cook

The Vice Chair shall assist the Chair in the discharge of duties and responsibilities and shall serve as Chair in the absence of the Chair.

Treasurer: Nancy Cornish

The Treasurer shall oversee all fiscal and financial activity within the Board's responsibility. This shall include the collection of fees, charges, assessments, rents, and other income; the safeguard and proper disbursement of funds, the maintenance of bank accounts, investment accounts, and reserve funds. The Treasurer shall cause the accounts to be audited annually, and reports created as required for the Board and the Onset Conference, annually, or as otherwise directed by the Chair. *The Treasurer also chairs the Financial Management Committee.*

Secretary: Barbara Soby

The Secretary shall record minutes of meetings and provide custodianship and security of records and materials of the Board. *By policy, the Secretary keeps the Potential Housing List up to date but can delegate this task to a designated List Coordinator. The Secretary also corresponds with residents and others, at the direction of the Chair, and chairs the Cottage Committee.*

Standing and Ad-Hoc Committees

Standing Committees were created in an effort to comply with the requirements placed on the Board in the Bylaws of Governance. While a Board Member must Chair the Committee, any member of the Onset Conference is welcome to serve on any Committee for any amount of time or even to assist in the completion of a specific project undertaken by a Standing Committee. If you wish to join any of the Standing Committees mentioned above, please contact the Committee Chair.

Ad-hoc Committees are, by definition, temporary Committees created for a specific purpose and are dissolved either after a specific time period or upon completion of a specific task or set of tasks. OBOT Policy on Ad Hoc Committees dated 10/30/2010 requires each committee to include, at minimum, one Board of Trustees liaison, one person to chair committee meetings, and one person to keep minutes. Committees must inform the Board, 3 days in advance off the date, time and location of the meeting and an expected agenda. All committees will keep and maintain a record of their meetings.

Standing Committees:

Beautification Committee:

Current Chair: Marc Pratt

Committee Members: Charlotte Brousseau, Sylvia Armeson, Mal Booth, Nancy Miller

Committee Purpose: Maintain and improve the landscape of the common areas of the Campgrounds while blending with the natural beauty of the area, in compliance with OBOT policies, including the Beautification of Common Areas Policy issued March 10, 2007, the Town of Wareham Conservation Commission requirements, and all relevant laws and regulations.

Committee Responsibilities:

- Identify OBOT policies, federal, state and local regulations relevant to committee's work to ensure compliance.
- Maintain existing mulch beds and otherwise landscaped beds on common areas of the Campgrounds, including Serenity Park.
- Approve and oversee any new or replacement plantings placed in any common areas of the Campgrounds.
- Submit plans to plant indigenous trees to replace trees removed due to damage or disease to the Operations Manager or the Board, as necessary, for approval.
- Submit plans to remove invasive species of plants, shrubs and trees and replace with indigenous species to the Operations Manager or the Board as appropriate.
- Work with the Treasurer to stay within current budget and plan for future budgeting requirements.

Cross Committee Collaborations:

- Plan projects (ranking, etc.) for campground workdays, in conjunction with the Operations Committee.
- As needed, work with the Governance Committee to revise existing policies or draft new policies or procedures related to committee work.

Charitable Concerns Committee:

Current Chair: Bill Walton

Committee Members: Michael Langford, Bill Brousseau, Rick Moulton

Committee Purpose: Assist persons/families in need, in compliance with all relevant OBOT policies and procedures, including the *Charitable Concerns Policy* dated March 2, 2019.

Committee Responsibilities:

- Identify Community of Christ (World Church) and OBOT policies relevant to committee's work to ensure compliance.
- Determine methods of outreach and identifying need.
- Establish requirements for receiving monetary assistance.
- Determine scope of outreach (e.g., Campgrounds, town, Onset Conference....).
- Work with the Treasurer to stay within current budget and plan for future budgeting requirements.

Cross Committee Collaborations:

- As needed, revise existing policies and procedures or draft new policies or procedures related to committee work in collaboration with Governance Committee.
- Work with Financial Management Committee, as needed or requested.

Communications & Marketing Committee

Chair: Jaime Green

Committee Members: Lance Carter, Jean Holmes, Kathleen Pratt, Jonathan Green, Chris Fisher, and Kristin Carter Smith

Committee Purpose: To provide all campground marketing and communications to the entire community including cottage owners, Onset Conference, and New England Mission Center members and other people with an interest in the Onset Campgrounds, in compliance with all relevant OBOT policies and procedures.

Committee Responsibilities:

- Identify Community of Christ (World Church) policies, OBOT policies, State laws, and federal, state and local regulations relevant to committee's work to ensure compliance.
- Ensure proper use of photo release forms before posting people's photos on Campgrounds website or any Board-sponsored social media.
- Identify marketing and advertising media/venues (e.g., website, social media, world church platforms, newsletters, etc.) appropriate for various needs.
- Maintain a list of cottage owners, Onset Conference members, Mission Center and regular Onset Campgrounds visitors/stakeholders with appropriate contact information.
- Create and distribute regular newsletter and various communications of the Board and determine a schedule for distribution.
- Maintain website, ensuring information is up to date and accurate.
- Develop and disseminate marketing materials/messages as directed by the Board.
- Under the direction of the Board Chair and/or Secretary, timely distribute official OBOT agendas, minutes, reports and other documents, including updated Potential Cottage Owners Lists, Trustees Contact Information and Responsibilities List, and Committee Information with invitations to serve on committees.

Cross Committee Collaborations:

- Distribute calendar (s) of events/activities created by Program Committee via email, newsletter, door-to-door flyers, website, social media, etc.
- Post updated versions of "The Potential Housing List" on the website upon receipt from the Cottage Committee.
- As needed, revise existing policies and procedures or draft new policies or procedures related to committee work in collaboration with Governance Committee.
- Work with the Rentals Committee to advertise and market long and short-term rental opportunities and to keep information posted on the website related to rentals clear, correct and up-to-date.
- Work with the Cottage Committee to keep cottage owners informed of requirements for renting out their cottages/houses short or long-term.
- Work with the Governance Committee to post policies, procedures, regulations and forms on the website in an accessible, searchable format, updating on a timely basis as needed.

Cottage Committee:

Current Chair/Secretary: Barbara Soby

Committee Members: Jackie Cline, Carolyn Moulton, Rick Moulton

Committee Purpose: In compliance with all relevant World Church and OBOT policies and procedures, manage the processes and paperwork related to the sale and transfer of privately owned dwellings on the Campgrounds, the transfer of Campground lot leases, and the renting out of privately owned cottages, to promote fair access for church members to purchase, transfer, exchange and rent out their cottages. Monitor all lessees for compliance with lease requirements.

Committee Responsibilities:

- Identify Community of Christ (World Church) policies, OBOT policies, State laws, and federal, state and local regulations relevant to committee's work to ensure compliance.
- Manage "The Potential Housing List", working with the Treasurer to send out invoices to people on The List on an annual basis.
- Execute established process on all Lot Lease transfers, ownership transfers, and cottage sales.
- Report the status of ownership and Lot Lease transfers, cottage sales, availability of properties, and list changes to the Board and interested parties.
- Store Lot Leases securely, updating records as needed per the *Lease Signing Process for New Land Lot Lessees* policy.
- Monitor Lot lessees for compliance with lease requirements.
- Serve as first point of contact for cottage owners who want to rent out their cottages short-term or long-term, promoting compliance with applicable OBOT policies and state and local requirements.
- Monitor private rentals for compliance, including terms of Lot Lease for long-term rentals, having proper insurance in place to be rented out, registering with authorities as a rental, annual town inspections/rental certification, and paying required sales tax.
- Monitor private rentals for compliance with relevant OBOT policies, including but not limited to:
 - *Town of Wareham Board of Health Inspection Regulations for Cottage Rentals* Policy
 - *Long-Term Leasing/Renting of Privately Owned Dwellings* Policy
 - *Assessment Fee* (tithing) Policy.

Cross Committee Collaborations:

- Work with Treasurer to track payment of cottage 'tithing' by cottage owners who rent out their property.
- Work with the Communications and Marketing Committee to keep cottage owners informed of requirements for renting out their homes short- or long-term.
- Provide updated versions of "The Potential Housing List" to the Communications & Marketing Committee for uploading to the website, whenever changes to The List are made.
- Work with Operations Committee to address requests from lessees about maintaining their property per lease requirements and policy.
- Work with the Financial Management Committee to keep up-to-date the list of people who rent out their cottages.
- As needed, revise existing policies and procedures or draft new policies or procedures related to committee work in collaboration with Governance Committee.

Financial Management Committee: Current Chair/Treasurer: Nancy Cornish

Committee Members: Lance Carter, Jay Cook, Dale Booth, Barbara Soby, Bill Walton

Committee Purpose: To manage, protect and enhance the fiscal assets of the Onset Campgrounds, in compliance with all relevant OBOT policies and procedures.

Committee Responsibilities:

- Identify Community of Christ (World Church) and OBOT policies, State laws, and federal, state and local regulations relevant to committee's work to ensure compliance.
- Establish/maintain procedures to account for all revenues and expenses.
- Establish/maintain financial controls.
- Address and resolve problem financial situations with the OBOT.
- Recommend sale or removal of nonessential assets.
- Recommend appropriate investment policies to the Board.
- Facilitate Board compliance with fiscal policies, including but not limited to, the *Minimum On-Hand Funds Policy* (3/1/2008) and the *Payment Plans to Assist Homeowners Policy* (11/18/2006).
- Every five years, beginning in 2021:
 - inspect and review records pertaining to Campground assets and prior capital expenditures, including the Advisory Report prepared in 2010-11 to determine the remaining useful life of such items.
 - establish the estimated costs to replace capital items such as roofs, water heaters, boilers, etc, based on the determined remaining useful life.
 - provide a final report the Board of Trustees to provide guidance on the remaining useful life of Campground assets and the cost of their replacement with a long-term plan including recommendations and procedures for budgeting and replacement of capital assets as needed and necessary.

Cross Committee Collaborations:

- Annually, and as needed, consult with every Committee Chair to prepare the budget and to make changes if needed.
- Work with the Cottage Committee to keep a list of people who rent out their cottages.
- Advise other committees as needed or requested, to ensure compliance with budget-related portions of relevant policies, including but not limited to:
 - The Beautification Committee re: *Beautification of Common Areas Policy* (3/10/2007)
 - The Charitable Concerns Committee Re: *Charitable Concerns Policy* (3/2/2019)
 - The Cottage Committee re: *Assessment Fee [Tithing] to Owners who Rent Policy* (4/18/2008)
- Advise and assist the Long-Term Planning & Utilization Committee with determining financial requirements and revenue opportunities for any strategic initiatives, facilities or programs they are considering.
- In collaboration with the Rentals Committee, track statistics and financial receipts for usage of all church-owned rental facilities and monitor maintenance costs of rental units and provide input into budget.

Approved May 15, 2021; Amended March 19, 2022
Officers & Committee Chairs as of September 11, 2021

- As needed, revise existing policies or draft new policies or procedures related to committee work in collaboration with Governance Committee.

Governance Committee:

Current Chair: Barbara Soby

Committee Members: Jay Cook, Pat Cote, Randall Pratt, Bill Walton

Committee Purpose: To propose or assist others in proposing to the Board of Trustees new or revised regulations, policies, procedures, and forms and/or amendments to promote the fair and transparent governing of the Campgrounds.

Committee Responsibilities:

- Identify Community of Christ (World Church), OBOT policies, State laws, and federal, state and local regulations relevant to committee's work and the functioning of the campgrounds to ensure compliance.
- Ensure continuous compliance with various Policies as implemented and/or amended by the Board, including those specific to other Committees.
- Provide leadership on addressing legal structure and other legal issues in cooperation with the Church's legal department.
- On a bi-annual basis, or more frequently if need arises, review the following documents and make recommendations for changes to improve clarity, to ensure alignment with laws, regulations, or World Church guidance, and to promote the purpose and health of the Campgrounds community.
 - Lease (in even-numbered years)
 - Campgrounds Regulations (in even-numbered years)
 - Bylaws (in even-numbered years)
 - Existing policies and forms (in odd-numbered years)
- Propose new policies and/or enabling forms based on requests from, or needs of, the Board and its committees.
- Create and maintain tools (e.g., manuals, procedures, materials) to guide, orient and train Trustees generally, and for specific roles, including Chair, Treasurer, Secretary and Committee Chair.
- Provide Governance-perspective input into long-range plan.
- As needed, assist in the development of *ad hoc* committees, based on Board discussions and if deemed appropriate, ensuring each description is clear and concise and that the purpose and responsibilities of each committee create a cohesive charge for committee members. Help sunset *ad hoc* committees which have met their agenda or are no longer relevant.

Cross Committee Collaborations:

- As requested or needed, assist other committees with making changes to policies, procedures or forms, or drafting new policies, procedures or forms.
- Work with the Communications and Marketing Committee to provide and maintain easily accessible, up-to-date policies, procedures, regulations, and forms in user-friendly, searchable form.
- In collaboration with other committees, undertake special strategic and financial projects as requested.
- Annually, work with each committee chair to review and update Committee Descriptions and set annual goals and tactics.

Long-Term Planning & Utilization Committee: Current Chair: Jay Cook

Committee Members: Robert Cook, Julie Einheilig, Jean Holmes, Lance Carter, Barbara Soby, Randall Pratt, Pat Cote

Committee Purpose: To provide structure for strategic planning for the long-term utilization of the Campgrounds in alignment with the Mission of the Community of Christ.

Committee Responsibilities

- Develop and keep current the **Onset Campgrounds Strategic Plan**. This may include:
 - reviewing any earlier plans (including circa 2010-11)
 - Identifying any existing vision or mission statements, enduring principles or widely shared views and discuss their continued applicability or need for increased visibility
 - conducting a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis
 - brainstorming, then refining, organizing and prioritizing possible ways in which the Campgrounds can continuously improve spiritually, physically/financially, and as a Zionite community, and in any other aspects identified
 - soliciting input from those currently served by the Onset Board (cottage owners, visitors, congregations within the NE Mission Center, and NE Mission Center leadership) to identify expectations, desires, concerns, and recommendations (through surveys, focus groups or other means).
- Identify the highest strategic priorities and establish sub-committees of interested / committed / competent individuals to move forward on these high priority actions.
- Make formal recommendations to OBOT and the Onset Conference for specific actions, procedures, policies, etc. to help ensure the long-term health and wellbeing of the Campgrounds and the campgrounds community.
- Encourage donations of money and physical assets to the grounds, focusing on areas of greatest need.
- Create proposals to make best use of all 65 acres and time frame.
- Study alternatives to improve year-round utilization of the campgrounds.
- Identify Community of Christ (World Church) policies, OBOT policies, State laws, and federal, state and local regulations relevant to committee's work to ensure compliance

Cross Committee Collaborations:

- Work with the Financial Management Committee to determine financial requirements / revenue opportunities for any strategic initiatives, facilities or programs.
- As needed, revise existing policies or draft new policies or procedures related to committee work in collaboration with Governance Committee.

Operations Committee:

Current Chair: Bill Walton

Committee Members: Dale Booth

Committee Purpose: To maintain and improve the buildings and property of the Campgrounds, in compliance with all relevant OBOT policies and procedures.

The Operations Committee Chair serves as the Board-Designated Operations Manager unless the Board designates or hires someone else to serve in that capacity.

Committee Responsibilities:

- Identify Community of Christ (World Church) policies, OBOT policies, State laws, and federal, state and local regulations relevant to committee's work to ensure compliance, particularly Church Risk Management requirements and the *Operations Expenditures Policy* as enacted by the Board on October 27, 2007.
- Work with the Treasurer to establish maintenance budgets/schedules/procedures for the physical upkeep of all grounds and church-owned facilities. This includes common area landscaping and lawn care when completed by employee-staff and not an outside vendor-contractor.
- Serve as the initial point of contact with Lot Lessees to answer questions and resolve issues regarding alterations to their premises and/or leased land.
- Provide permit authorization letters, or referral to the full Board, for work requested by Lot Lessees as authorized in the *Building Permit* policy.
- Provide tree trimming/removal permission letters for work requested by Lot Lessees as authorized in the *Taking Down – Trimming Trees on Leased Premises* policy.
- Obtain and recommend renewal and/or replacement vendor contracts for regular and intermittent services for waste removal/recycling; tree trimming &/or removal; asphalt repair/maintenance (including roads and tennis courts); snow plowing/shoveling & other snow removal; and common area landscaping as required or requested and provide to Board for approval.
- Inspect/Monitor quality of vendor work for adherence to contracts.
- Schedule removal of snow from roadways, walkways and other areas as required after snowfall to be completed by employee-staff and/or contracted vendors as needed.
- Periodically examine asphalt surfaces/hardscapes (including roads and tennis courts) and recommend repair/maintenance to the Board, as needed.
- Annually inspect common area trees for trimming and/or removal due to damage or disease and schedule for spring and/or fall as needed, including authorized requests from Lot Lessees.
- Monitor and maintain the undeveloped 'back lot', maintaining or replacing posted "No Trespassing" signs, or taking other actions as needed or requested by Board.
- Monitor need for security and arrange as needed or requested by Board.
- Maintain a list and description of all church-owned buildings and all equipment.
- Recommend capital improvement projects to be considered by the Board.
- Obtain and present bids on capital projects or maintenance projects to the Board for the Board's consideration as required by the *Operations Expenditure Policy*.
- Provide access to all buildings and equipment as needed to ensure their proper functioning and safety

- Perform or provide for ongoing maintenance of church-owned short-term rentals, including hutments, Recreation Center, Youth Chapel, Muddy Cove Retreat Center, tabernacle and campsites.

Cross Committee Collaborations:

- In collaboration with the Rentals Committee:
 - establish personnel requirements to manage all rentals, and associated costs.
 - hire, manage and supervise all contractors, maintenance employees, landscapers, and volunteers engaged in the Committee's processes, providing a clear scope of work or job description, including clear chain of command, to each, updating employee job descriptions as needed, and ensuring work meets expectations.
 - perform or provide for maintenance and remodeling necessary for church-owned long-term rentals.
 - designate/assign management of reservations and rental applications of all church-owned short-term rentals, including the Muddy Cove Retreat Center, hutments, cottages, campsites, and group facilities.
 - designate/assign/hire rental manager who will collect, record and deposit all rental fees and submit proper accounting documentation to the Treasurer.
 - designate/assign/hire rental manager to provide support to renters while on the grounds, check-in, provide keys, replenish supplies, communicate and enforce rules of use, etc.
 - ensure all rental properties are safely and properly maintained.
- Bring to the attention of the Rentals Committee, any abutters who are using Church property without permission and work together on response, as needed.
- Identify maintenance and capital improvement priorities in coordination with the Operations Manager, Maintenance Supervisor and the Financial Management Committee.
- Plan projects for campgrounds workdays in conjunction with the Beautification Committee.
- Work with the Cottage Committee to address requests from lot lessees about maintaining their property per lease requirements and policy.
- As needed, work with the Governance Committee to revise existing policies or draft new policies or procedures related to committee work.

Programs Committee

Current Chair: Pat Cote

Committee Members: Jean Holmes, Missy Quay, New England Mission Center President

Committee Purpose: To manage and develop programs and activities that further the purpose of the Campgrounds, including worship opportunities, spiritual development, education, community-building and family enrichment.

Committee Responsibilities:

- Develop, recruit and facilitate relevant programming informed by the mission of and Long-term Strategic Plan for the Campgrounds, in collaboration with leadership of the Onset Congregation and the New England Mission Center.
- Establish and maintain the summer season calendar of activities, coordinating with the Onset Congregation, the New England Mission Center and other 3rd parties who schedule activities on the Campgrounds (e.g., Reunion, retreats, Spiritual Life Center events, etc.).
- Propose and coordinate the accomplishment of Campground summer activities that respond to the needs and interests of the entire community including arranging for organizers/staff (whale watch, movie nights, game nights, campfires, crafts, recreation, etc.); ensure program is well-marketed to everyone on campgrounds.
- Hire and manage Summer Program Director, including creating or updating job description, recruitment, selection, training/orientation/setting clear expectations, supervision and post-program review.
- Create application for grants from Carolyn Pratt Creative Arts Fund, oversee the approval process for grants, and coordinate with Treasurer regarding funding.
- Identify Community of Christ (World Church) policies, OBOT policies, State laws, and federal, state and local regulations relevant to committee's work to ensure compliance.

Cross-Committee Collaborations:

- Ensure that the calendar is included in appropriate publications and posted on the Campgrounds website in coordination with the Communications Chair.
- As needed, revise existing policies or draft new policies or procedures related to committee work in collaboration with Governance Committee.

Rentals Committee:

Current Chair: Lance Carter

Committee Members: Jean Holmes, Marc Pratt, Chris Fisher, Pat Cote

Committee Purpose: In compliance with all relevant OBOT policies and procedures, manage all aspects of church-owned short- and long-term rental property, assist cottage owners who rent out their cottages, and ensure that owners of property abutting the Campgrounds do not use Campgrounds property without permission (lease) and payment.

Committee Responsibilities - General:

- Identify Community of Christ (World Church) policies, OBOT policies, State laws, and federal, state and local regulations relevant to committee's work to ensure compliance.
- Ensure compliance with the OBOT *Church Facility Rentals* Policy, the *Long-Term Apartment Rentals* Policy and the *Trailer Site Rentals* Policy as enacted and amended, and all relevant local, state and federal laws and regulations.
- Maintain a list and rates for all church-owned rental properties, including camp sites and land use rental rates for abutting properties.
- Maintain copies of leases for all Church-owned long-term apartment rentals and abutters.
- Make recommendations to the Board, annually, on both long-term and short-term rental rates and the basis for calculating increases, which may include, property size/amenities, cost of living index, inflation rate, maintenance costs, comparison rates, input from the Financial Management Committee and the Treasurer, and other factors deemed important and relevant.
- Make recommendations to the Board on change of use for properties, e.g., to change a short-term rental to long-term or vice versa, to exercise first right of refusal to purchase properties, or to sell rental properties.
- Provide budget input related to church-owned rental properties and facilities.
- Ensure Treasurer has copies of all abutter and long-term leases so that rent may be billed and monitored; provide copy to Secretary for filing.

Committee Responsibilities – Rental Management:

- Establish and maintain written procedures, phone numbers, websites, email addresses and other contact information needed for managing rentals.
- Make recommendations to the Board for improvements, supplies and furnishings for rentals.
- Establish rules of use for rentals, including long-term apartment rentals, short-term rentals, campsites, and group facilities (e.g., recreation center, tabernacle, youth chapel).

Committee Responsibilities – Abutting Properties

- Prevent adverse possession problems by attending to abutting properties, including:
 - Maintain documentation of addresses abutting Campgrounds property, owners' names, current agreements (i.e., will not use Campgrounds property or has lease to use Campgrounds property and monthly or annual rate).
 - Track payment of rent by abutters using Campgrounds land; ensure new leases are entered into and enforced when abutters sell their property.

- Regularly report to Board the status of each lessee's compliance or non-compliance, with recommendations for action if non-compliant.
- Take legal action as directed by Board/World Church

Cross-Committee Collaborations

- In collaboration with the Operations Committee:
 - establish personnel requirements to manage all rentals, and associated costs.
 - hire, manage and supervise all contractors, employees and volunteers engaged in the Committee's processes, providing a clear scope of work or job description, including clear chain of command, to each, updating employee job descriptions as needed, and ensuring work meets expectations; approve time sheets, or delegate approval.
 - designate/assign management of reservations and rental applications of all church-owned short-term rentals, including the Muddy Cove Retreat Center, hutments, cottages, campsites, and group facilities.
 - designate/assign/hire rental manager who will collect, record and deposit all rental fees and submit proper accounting documentation to the Treasurer.
 - designate/assign/hire rental manager to provide support to renters while on the grounds, check-in, provide keys, replenish supplies, communicate and enforce rules of use, etc.
 - take action when abutters who do not have a lease agreement encroach on Campgrounds property.
 - ensure all rental properties are safely and properly maintained.
- In collaboration with the Financial Management Committee:
 - track statistics and financial receipts for usage of all church-owned rental facilities.
 - monitor maintenance costs of rental units and provide input into budget.
- Work with Communications & Marketing Committee to:
 - ensure information posted on website related to rentals is clear, correct, and up to date.
 - advertise and market rental opportunities.
- Work with the Governance Committee:
 - to review and update leases for long-term rentals and applications / reservation forms for short-term rentals based on changes in law, OBOT policy, etc, annually, or more often as needed.
 - to revise existing policies and forms or to draft new policies, procedures or forms related to committee work, as needed.

Ad-Hoc Committees:

***Ad Hoc* Campgrounds Reopening Committee**

Current Chair: Jay Cook

Established May 15, 2021

Estimated timeframe for committee work – six months

Committee Members: Mal Booth, Jaime Green, Lance Carter, Missy Quay, Barbara Soby, Gloria Mitchell, Charlotte Brousseau

Committee Purpose: To create, receive World Church approval for, and implement a plan and guidelines to safely and responsibly re-open the campgrounds by July 1, 2021 in the context of the on-going, but abating, COVID-19 pandemic.

Committee Responsibilities:

- Identify OBOT policies, federal, state, and World Church regulations relevant to committee's work to ensure compliance.
- Effectively staff the role of on-the-grounds OBOT Health Officer for 2021, who will perform the duties described in the approved Re-Opening Plan and Guidelines. This probably entails having three individuals who can fulfill this role.
- Craft a re-opening plan that addresses all the relevant requirements of the World Church for re-opening churches and campgrounds during the COVID-19 pandemic; work with world church representatives to gain approval for the Re-Opening Plan no later than June 25, 2021.
- Craft Guidelines, requirements, checklists, signs and any other documents necessary to implement the approved plan; to be attached to the Re-Opening Plan for approval.
- Create visuals, social media posts and other materials to communicate safety messages and requirements for hosting and participating in organized activities on the campgrounds.
- Regularly monitor the community health situation (e.g., COVID cases in Plymouth county, MA), and guidance from the World Church and the Commonwealth related to COVID-19 restrictions; update the Guidelines and forms accordingly, whether tightening or easing restrictions, within the confines of the approved Plan.
- Fulfill the steps required of the OBOT in the approved Guidelines, e.g., providing hand sanitizing stations, etc.

Cross Committee Collaborations:

- Collaborate with the Rentals Committee and Operations Committee in the development of the Re-Opening Plan and Guidelines.
- As needed, work with the Governance Committee to revise existing policies or draft new policies or procedures related to committee work.
- Collaborate with the Communications & Marketing Committee to ensure the Onset Campgrounds Community is kept up-to-date on progress, decisions, and actions regarding re-opening.