

ROADHAVEN RESORT AUDIO/VIDEO COMMITTEE

OPERATING PROCEDURE

The Audio/Video Committee shall consist of a minimum of five (5) and a maximum of seven (7) members and shall include a representative from Bingo, Church, Recreation and one (1) or more Audio/Video operators.

A. PURPOSE

The purpose of the committee shall be to coordinate the use of the audio/video equipment for the benefit and use of the homeowners, clubs and committees of Roadhaven Homeowners' Association. Currently, those systems consist of the Main Recreation Hall System, the Phase II Clubhouse System, the Portable System and the Carillon System.

B. COMMITTEE RESPONSIBILITIES

Committee Members:

1. To maintain the systems as stated and to repair or replace equipment as needed.
2. To assist in the operation of those systems as needed.
3. To make decisions and recommendations for the future needs for sound and video to better serve the needs of the Homeowners' Association members.

Committee Chairman:

1. Interview and recommend Audio/Video Committee members to the Board of Directors for approval.
2. To guide committee members as necessary in fulfilling their responsibilities.
3. Attend Board meetings and represent the Audio/Video Committee at all Board and Homeowners' meetings as required.
4. Receive and review Audio/Video requests and assign an operator when needed.

5. Communicate with the Manager and/or the Recreational Director as needed to better serve the needs of the Homeowners' Association.

C. PROCEDURE FOR AUDIO/VIDEO REQUESTS

1. Each Committee, Club or Individual must fill out a Audio/Video Request form and turn it into the Recreation Office for processing.
2. The Recreation Director will forward these approved Request Forms to the Audio/Video Chairman.
3. The Chairman will return a copy to the recreation office with the assigned operator noted.
4. A copy of the approved request with operators name will be returned to the committee, club or individual.
5. All Audio/Visual Requests must be received at least two weeks before the event.

Submitted by Will Widmayer, Chairman, Audio/Video Committee