



Audiovisual Committee

Charter

The Roadhaven Audiovisual (AV) Committee is established as a standing committee in accordance with the By-Laws of the Roadhaven Homeowners Association.

The committee shall consist of a minimum of three (3) and a maximum of six (6) members, plus the Board of Directors liaison and audiovisual operators.

The purpose of the Audiovisual Committee is to:

- Co-ordinate the use of the audiovisual systems for the benefit and use of the homeowners, and the various clubs and committees.
 - Those audiovisual systems consist of the main Recreation Hall System, the Phase II Apache Building System, the Portable Systems, and the Carillon System.
- determine the appropriate and necessary stakeholders.
- be responsible for training audiovisual operators (including sourcing for third party trainers, as required), tracking and maintaining the systems, recommend repairs or replacement of systems as needed.

Ultimate responsibility for the audiovisual facility remains with the General Manager, the Board of Directors and Staff. The Audiovisual Committee will work with these entities to assure all appropriate processes are established and documented.

The Audiovisual Committee will remain in close coordination with the following groups to coordinate requirements and processes:

- Roadhaven Church
- Activities office
- Roadhaven Bingo
- Recreation Council Committee

Audiovisual Committee Meetings

The Audiovisual Committee will meet on an 'as-needed' basis throughout the Winter season at a time and place agreed to by the Committee. The General Manager or designate will be requested to attend these meeting.

Minutes of all meetings will be maintained with copies maintained according to the Roadhaven Document Retention Policy and published on the Roadhaven website.