



# KEN-CARYL RANCH EQUESTRIAN CENTER

## **Equestrian Center Committee JOB DESCRIPTION Ken-Caryl Ranch Master Association**

January 16, 2024

The Ken-Caryl Ranch Equestrian Center Committee (ECC) was created in January 2024 by the Ken-Caryl Ranch Master Association and approved by the Ken-Caryl Ranch Master Association Board of Directors on January 16, 2024.

### **PURPOSE:**

To address facility updating, financial and budgeting processes and recommendations, equestrian center communications, maintenance of grounds, and community events for the Ken-Caryl Ranch Equestrian Center and provide recommendations to Staff and Board of Directors. To develop recommendations for improvements to the facility, and other areas as needed.

### **TASKS:**

- Review the current and on-going status of the equestrian center including landscaping, fire mitigation, fencing, building maintenance, facility improvements, and boarder issues/concerns.
- Draft proposals with recommendations in collaboration with the EQC Manager for maintenance objectives.
- Support the ECQ manager in creating ongoing communications for ECQ Boarders, Staff, and the MA Board of Directors.
- Solicit boarder and community input and consider the feedback as part of the proposal recommendations.
- Address and recommend prioritization of maintenance and repair tasks.
- Explore additional projects, events, and strategies that will improve the overall enjoyment of the equestrian center for both boarders and the larger Ken-Caryl Ranch community.
- Review monthly financial reports for Equestrian Center Operations and provide recommendations to staff and Board of Directors where applicable.
- Support the Equestrian Center Manager and KCRMA General Manager with the development of the annual EQC budget.
- Support the Equestrian Center Manager in preparing the delivery of the annual EC Operations report to the KCRMA Board of Directors.
- Create a venue for Equestrian Boarders and Ken-Caryl Residents to share concerns, celebrate successes and collaborate with the EQC Manager on potential improvements to the Equestrian Center facilities and operations.

### **ORGANIZATION:**

- Comprised of no less than 5 and no more than 7 volunteer residents and/or resident boarders.
- Members will be appointed by the Master Association Boards of Directors with recommendations from MA General Manager and Equestrian Center Management.
- Staff representatives from the Master Association.

- Representative from the Master Association Board.
- Committee has no decision-making authority. They will make recommendations, and decisions will be made by the Master Association Staff and Board of Directors.
- Members must be residents of Ken-Caryl Ranch and be in good standing with the Master Association.

#### **OPERATIONS:**

- The members of the Committee shall determine the meeting schedule and appoint a Chairperson, Vice-Chair and Secretary. It is envisioned that regular meetings will be monthly. In addition to meetings, members may be involved in periodic events, activities, and collaborations with the Master Association, and other Committees and/or Task Forces.
- The Committee will follow the Committee Appointment and Operating Procedure.
- The Equestrian Center Committee consults and collaborates with staff to make recommendations to the Master Association Board of Directors as requested.
- Meetings shall follow the guidelines of the Conduct of Meetings Policy.
- Master Association Staff will submit timely Committee meeting minutes for review and approval by ECC.
- Meeting agendas will be set by the EQC Manager in cooperation with the ECC Chairperson.
- All meetings will be held in open session, with members of the Association encouraged to attend and participate.
- Submit any proposals to KCRMA Staff and/or Board of Directors.
- The Committee may be disbanded if and at such a time as deemed appropriate by MA General Manager and the Master Association Board.

#### **MEMBERSHIP REQUIREMENTS:**

- Must be a member, in good standing, of the Ken-Caryl Ranch Master Association. Members are expected to attend meetings, stay informed and knowledgeable of Equestrian Center issues in order to effectively discuss agenda items. In order to be considered for reappointment to the committee members must attend at least 70% of scheduled meetings during their term and are strongly encouraged to attend in person.

#### **CODE OF ETHICS:**

- Members of the Equestrian Center Committee shall not use their membership for private or personal gain and shall act impartially and not give preferential treatment to any private organization or individual. Members shall consider decisions in a manner that will reflect the best interests of the entire community in terms of decisions and advise the MA Board of Directors as requested.