

Genesee Trails Committee Charter

1. **Committee name:** Genesee Trails Committee

2. **Committee type:** Standing Committee

3. **Purpose of committee:**

- The purpose of the Genesee Trails Committee is to assist the Open Space Manager with the maintenance and development of the Genesee Foundation's Open Space trail system.

4. **Responsibilities:**

- Under the direction of the Open Space Manager:
 - Develop and maintain Trail Survey & Maintenance Logs to document needed and completed maintenance for all Genesee trails.
 - Assist with trail maintenance, trail realignment and off-season emergency repairs as needed.
 - Assist with the development, installation, and maintenance of trail signage.
 - Promote and coordinate volunteer efforts within the community to maintain and improve existing and new trails.
 - Develop policies regarding the removal or adoption of volunteer /social trails.
 - Lead the development of new trails, as approved by the Foundation
- Provide information to the community about trail opportunities through community events as well as print, digital, and signage media.

5. **Committee Members:**

- Membership is voluntary and open to all residents of the Genesee Foundation in good standing.
- Members will be appointed by the Board following submission of a roster of members and shall serve for a period of one year.

6. **Committee Officers:**

- Leadership of the Committee shall consist of a Chairperson, chosen annually by a vote of the Committee.

7. **Committee Authority:**

- The Committee is an advisory body to the Board with an annual budget approved by the Board.
- The Committee will provide advice to and work under the direction of the Genesee Foundation Open Space Manager.
- The Committee will operate in accordance with the Procurement Policy.

8. **Organization of committee:**

- Working groups as necessary.

9. **Committee Process for Determining Recommendations:**

- Where a formal vote is required, it shall be by a majority vote of a quorum of the Committee, defined as a majority of the members of the Committee.
- Where a formal vote is not required, a sense of Committee views will be taken.

10. Committee Communications:

- Agendas must be received by the office within 3-5 days of the meeting for posting. Please email to committees@geneseefoundation.org
- Final meeting minutes must be sent to committees@geneseefoundation.org within 5 days of the approval of the minutes.

Committee Approval:

- a. Approved By: Board of Directors**
- c. Supersedes: Sub-Committee Charter approved September 26, 2018**
- d. Approval Date: August 28, 2019**
- e. Review Date: 5 years (2024)**