

# **Greenbriar Oceanaire Community Association**

## **Restaurant Committee Charter**

**MISSION STATEMENT:** The Committee shall assist the GOCA Board of Directors, Community Manager, Food Service Vendor(s) for Restaurant/Catering/Snack Shop and Clubhouse Administrator in maintaining an environment that ensures the best possible services to our community as it relates to the Restaurant and all related food service functions.

**COMMITTEE:** This committee shall consist of three but no more than seven (7) members with a minimum length of service of a staggered two (2) years term. If a member wishes to remain on the committee, they can reapply. The Board will have the empowerment to appoint new members, increase the size, and fill open expired terms. There will be a Chair, Vice-chair and Secretary. No more than five (5) unexcused absences will be permitted by any committee member.

**DUTIES:** The Restaurant/Community Liaison Committee shall:

- Work closely with the Clubhouse Administrator in evaluating all suggestions and make recommendations for the Board.
- Coordinate with both the Facilities and Finance Committees reviewing any and all equipment and structural changes that impact the Restaurant
- Assist the Food Service Provider in the preparation of newsletter articles, informational flyers promoting events, advertising menu specials, website postings, surveys, etc.
- Review all Customer Satisfaction Cards and Restaurant Service Request Forms related to the Restaurant operations, provide the Board with evaluations and recommend alternative approaches that could better service the community.
- The Restaurant Committee secretary shall record the minutes of each meeting and provide copies to the Community Manager's office for distribution.
- Provide oral reports of activities to the Board at monthly and quarterly Board meetings: provide written reports of activities to the Community Manger at least five (5) weekdays prior to the stated meetings.
- Work closely on all initiatives associated with the food service provider(s) by interacting with Social Committee whenever necessary.
- The committee will also assist with special projects at the Board's request.

Adopted Feb. 8, 2007 Amended Aug. 9, 2007, Amended Dec. 19, 2011 and Dec. 11, 2013, & January 27, 2014  
October 6, 2014 Approved