

February 2019

## **EQUESTRIAN TASK FORCE JOB DESCRIPTION**

### **PURPOSE**

The 2019 Equestrian Task Force shall continue the work completed by the previous two Task Forces specifically as follows:

### **RESPONSIBILITIES**

- 2019 is the second year of the two-year cycle for evaluating and addressing the Center's Arena Footing. This task should be the main focus of the Task Force with recommendations for replacement, remediation or deferral being the possible outcomes.
- Continue providing the Straight from the Horse's Mouth article for publishing in *Life at Ken-Caryl*, at least six times per year.
- Complete the Facility Cost Analysis
- Present a final report to the Board at the end of 2019 including any recommended tasks for a future Task Force.

### **ORGANIZATION**

- The Equestrian Task Force shall be comprised of five to seven members of the community, a Board liaison and staff representation.
- A chairperson and secretary shall be appointed by a majority of the members.
- Potential members shall apply and be appointed by the Board following the committee approval process.
- The Task Force has no financial authority and no authority to commit the MA Board to any expenditure.
- No action or implementation of any recommendations may be taken without approval from the MA Board of Directors.

### **OPERATIONS**

- The members of the Task Force shall determine the meeting date, time and location.
- All meetings will be held in an open session. Members of the Association will be encouraged to attend and participate.
- Meeting notes/minutes will be maintained in electronic form.