



KEN-CARYL RANCH MASTER ASSOCIATION

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KEN-CARYL RANCH OPEN SPACE COMMITTEE

JOB DESCRIPTION

-Updated May 2024

The Open Space Committee is an advisory group to the Ken-Caryl Ranch Master Association Board of Directors. When requested, the Open Space Committee will serve as an advisory group to the Ken-Caryl Ranch Metropolitan District Board of Directors.

PURPOSE

The purpose of the Open Space Committee is to provide recommendations to the Ken-Caryl Ranch Master Association Staff and the Board of Directors for the management of the Ken-Caryl Ranch open space and should represent the collaborative voice of the Community. When requested, the Open Space Committee may also provide recommendations and feedback to the Metropolitan District for District owned and District leased properties.

RESPONSIBILITIES

- Consult and collaborate with staff to recommend open space management practices using the Ken-Caryl Ranch Open Space Comprehensive Management Plan as a conceptual framework for making management decisions as requested. Recommendations shall be in the best interest of the entire community and discussion of alternative plans or actions will be encouraged. It is expected that discussions should be robust and consider diverse opinions and input from divergent perspectives and to value varied positions on management practices.
- Consult and collaborate with staff to review, and if necessary, recommend updates to the Ken-Caryl Ranch Open Space Comprehensive Management Plan and the Ken-Caryl Ranch Trails Implementation Process and Strategy.
- Consult and collaborate with staff to gather input on proposed project plans, policies and actions. Attend open houses and field trips as necessary.
- Participate with Association Task Forces and Committees if directed by the Staff or Board of Directors. Committee members may be requested to attend Task Force meetings to provide a liaison between the Committee and the Task Force.
- Explain open space policy, and make recommendations to Staff and the Board of Directors on significant management issues and budget related items.
- Provide status reports as requested by Staff and the Board of Directors.
- Review and approve Open Space Group Use permits, memorial bench locations, and other projects as assigned by Staff or Board of Directors and as outlined in the Trails Implementation Plan.
- Open Space staff will develop the initial annual budget. The committee will then collaborate with staff to make recommendations for draft budget submittal to the MA Board of Directors at a time to coincide with the MA budget process as outlined below.
 - Open Space Committee to begin creation of potential Open Space projects, improvements, and maintenance requests for Open Space Manager, and General Manager of MA in July/August.
 - Open Space Committee to submit requests for following year budget to Open Space Manager and General Manager of the MA before the September BOD Meeting. Open Space Committee should plan on presenting budgetary requests to the BOD in partnership with the Open Space Manager throughout the budget process which begins in September and concludes in November.

- All recommendations shall follow any and all established policies and governing documents.

ORGANIZATION

The committee shall be comprised of no more than seven (7) members of the Association to be appointed annually by the Master Association Board as outlined in the Committee Appointment and Operating Procedure. Members may serve multiple terms. One Master Association Board member and one Metropolitan District Board member shall serve as non-voting liaisons to the committee to facilitate communication between the groups. In addition, all meetings will be held in an open session and members of the Association will be encouraged to attend and participate.

The Board of Directors shall strongly consider and strive to appoint committee members to represent a cross section of the entire community, including – but not limited to - open space recreation, conservation, preservation, and equestrian users.

OPERATIONS

The members of the Committee shall determine the meeting schedule and appoint a Chairman. It is envisioned that regular meetings will be held each month.

The Committee will follow the Committee Appointment and Operating Procedure.

Open Space staff will create the meeting agenda, review with OSC Chair for additional input prior to posting. Open Space staff will produce and publish minutes.

The Open Space Committee consults and collaborates with Open Space staff to make recommendations to the Master Association Board of Directors and the Metropolitan District Board of Directors as requested.

Meetings shall follow the guidelines of the Conduct of Meetings Policy, and Open Space Committee Standard Operating Procedures.

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 open space 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 Open Space 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 for decisions and advice to the MA Board of Directors, and to the Metropolitan District Board of Directors, as requested.

*Staff shall provide a copy of the Open Space Committee SOPs document at the first meeting of the year to all committee members or to any new member appointed mid-year that fills a vacancy.