

ARCHITECTURAL REVIEW COMMITTEE JOB DESCRIPTION

Purpose: Provide advice and service concerning the maintenance and extension of the Assembly grounds on the National Register of Historic Places and preserve the integrity of the outstanding and unusual collection of Victorian and early Twentieth Century architecture within the Assembly grounds. The ARC Design Guidelines approved by the Board of Trustees shall form the basis and be followed by the Committee in its work. This committee is a standing committee of the MSSA Board of Trustees according to Article V, Section 5.1 of the Assembly Bylaws.

Major Interactions: Property Committee, MSSA Board of Trustees, General Manager, Program/Platform Committee, President

Responsibilities:

1. Create easily understood processes for cottage owners to use in submitting their requests to ARC.
2. Review plans for new structures and external modification to existing structures as submitted to the committee.
3. Schedule regular committee meetings, conference calls, polls, or other means of communication to exchange opinions and take action on requested plans.
4. Ensure that recommendations are supported by a majority of committee members.
5. Periodically review the ARC Design Guidelines to update its objective standards.
6. Within budget constraints, seek professional review and advice for major projects or when needed for projects under its review.
7. Make recommendations to the Board of Trustees regarding plans for leasehold or Assembly projects and approval or denial of such plans.
8. Annually work with the Finance Committee regarding the annual budget.
9. Suggest to Program/Platform committee ways to educate Assembly members on various aspects of ARC.
10. Maintain minutes and committee records in the Assembly office.

If the committee cannot meet in person, the chairman may send information to committee members by email; they reply directly and only to the chairman. Members should never 'reply to all.' For discussion or votes, conference calls can be arranged through the office. *Robert's Rules of Order* requires that in committee communication among members, every member must be able to hear every other member. Under certain circumstances, polls may be used.