

COTTAGE RENTAL COMMITTEE JOB DESCRIPTION

Purpose: Provide advice and service to the Assembly Housing Office concerning cottage rentals in the Monteagle Sunday School Assembly. Renters are persons who are not members but who are interested in having an active role in the planning, organization, operation, and participation in the Assembly's education and religious mission as provided in the Monteagle Sunday School Assembly Charter and in the leases issued to members.

Major Interactions: The Housing Office, Long Range Planning Committee, Program/Platform Committee, Board of Trustees, General Manager, President

Responsibilities:

1. Support the MSSA Housing Office in implementing the subleasing policy adopted by the Board of Trustees by identifying opportunities and potential niche markets to promote the Assembly, and ultimately, the cottage rental program, to those people and organizations who would be interested in participating in Assembly life and activities and who would support the Assembly's purpose and mission.
2. Develop and recommend to the Board of Trustees ways to clarify rental guidelines.
3. Suggest ways for the Housing Office to assimilate subleasing applicants into planning, organization, operation, and participation of the Assembly's programs.
4. Provide advice to other committees regarding involvement of rentals in off-season activities.
5. Schedule regular committee meetings or conference calls to exchange opinions and take action as needed. Under certain circumstances, polls may be used.
6. Work with the General Manager regarding the annual budget.
7. Maintain minutes and committee records in the Assembly Office.
8. Provide inserts for *Mountain Voices* when appropriate.

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.