

### 3. Committee Mission Statements



# **Mission Statement**

## **RAC Administrative Services Committee**

Work with Director of Administrative Services Department to ensure the operations and procedures for the Front Desk, Transportation, Security and Safety at Freedom Plaza are optimized, and that we adhere to these optimal standards.

Responsibilities:

1. Review security, transportation, front desk and interdepartmental operations and communications to make sure these serve the best interests of the residents.
2. Collect resident concerns in these areas and work with management to improve procedures to address those concerns.
3. Provide minutes of all meetings to RAC ExComm in a timely manner.



## **Mission Statement**

### **RAC Associate Appreciation Committee**

The Associate Appreciation Committee solicits contributions to provide annual bonuses to eligible Associates.

Responsibilities:

1. Establish a means for residents to contribute monthly, quarterly or yearly.
2. Encourage and remind Residents to contribute to the Fund.
3. Ensure all contributions are confidential and voluntary.
4. Assure the rules of eligibility for recipients are followed.
5. Distribute the funds yearly according to established criteria.
6. Hold meetings on a regular basis to formulate plans for administering the Fund and to keep all committee members informed.
7. Oversee the Fund bank account at Wells Fargo Bank.
8. Provide minutes of all meetings to RAC ExComm in a timely manner.



## **Mission Statement**

### **RAC Community Activities Committee**

Serve in an advisory capacity to the Community Life Services Department in developing social and leisure activities that enhance life at Freedom Plaza through physical, emotional, social, intellectual, spiritual and purposeful programs.

#### **Responsibilities:**

1. Ensure a wide variety of both physical and intellectual activities are offered regularly.
2. Actively solicit resident input regarding existing and proposed programs.
3. Ensure programs and activities are provided which can be enjoyed by individual participation as well as in groups.
4. Ensure that all major holidays are marked by some special recognition.
5. Encourage resident participation in scheduled events.
6. Support Community Life Services Department as necessary.
7. Provide minutes of all meetings to RAC ExComm in a timely manner.



## **Mission Statement**

### **RAC Dining Services Committee**

Act as an active liaison between the Residents of Freedom Plaza and the Dining Services Department to ensure that the highest standards of hospitality, dining, and service are maintained.

Responsibilities:

1. Regularly review and evaluate the menu cycle and provide recommendations on food quality, variety and presentation.
2. Observe and report dining service issues.
3. Solicit and provide Resident perspective on proposed changes in operations prior to implementation.
4. Create Comment Card Report for discussion and follow up at monthly Dining Services Committee meeting.
5. Be a proactive, unbiased and objective vehicle of communication to the Dining Services Department.
6. Provide minutes of all meetings to RAC ExComm in a timely manner.



# **Mission Statement**

## **RAC Dining Services**

### **Casual Dining Sub-Committee**

Establish an ongoing review process of the Casual Dining (CD) functionality. Identify and recommend new CD menu offerings and potential new CD areas and liaise with the Dining Services (DS) Committee and appropriate Dining Services Department Management to enhance and expand the Casual Dining experience.

#### **Responsibilities:**

1. Hold Sub-Committee meetings monthly.
2. Review and evaluate CD menus.
3. Recommend additional CD menu offerings to DS Committee and appropriate DS Department management.
4. Recommend additional CD venues to DS Committee.
5. Maintain minutes of CD Sub-Committee Meetings and provide to DS Committee in a timely fashion.



## **Mission Statement**

### **RAC Finance Committee**

Monitor and report on the security of the Residents' financial investment  
In Freedom Plaza.

Responsibilities:

1. Review compliance with financial aspects of FS651.
2. Participate in Freedom Plaza financial meetings as appropriate.
3. Support RAC President in understanding and dealing with legally required financial reports.
4. Monitor that the prepaid medical allocation letter goes out to residents no later than November of each year.
5. Provide minutes of all meetings to RAC Executive Committee in a timely manner.



## **Mission Statement**

### **RAC Golf Committee**

Work with management to ensure that Freedom Fairways provides an enjoyable golf experience for residents and the public.

#### **Responsibilities:**

1. Identify the concerns and needs of all Freedom Fairways golfers with emphasis on the residents of Freedom Plaza.
2. Make recommendations for improving the condition of Freedom Fairways.
3. Make inputs to management regarding green fees and membership rates.
4. Assist the director and Freedom Fairways staff in scheduling and managing special golf events and related activities.
5. Meet with relevant Directors and staff to support golf related issues which require financial commitment from management.
6. Provide minutes of all meetings to RAC ExComm in a timely manner.





# **Mission Statement**

## **RAC Health Care Committee**

Work in concert with the Resident Services Director to ensure health care information and access to services are available to residents.

### Responsibilities:

1. Exchange information; discuss needs and concerns of Residents.
2. Plan activities and programs for residents including presentations of physicians, medical specialists and other experts in various fields.
3. Hold support group meetings in areas of interest to residents.
4. Identify and report health related issues requiring management action.
5. Preview and evaluate management health policies, practices and procedures for Residents and recommend improvements.
6. Provide assistance for resident health programs organized by management.
7. Provide minutes of all meetings to RAC ExComm in a timely manner.



## **Mission Statement**

### **RAC Housekeeping Committee**

Work with Director of Environmental Services to assure the highest quality of housekeeping is provided for The Plaza, The Plaza Club, and Golf View Terrace.

Responsibilities:

1. Assign inspectors to common areas of Freedom Plaza and Golf View Terrace.
2. Provide immediate feedback of findings requiring prompt attention to Director of Environmental Services.
3. Provide written inspection reports to the Chairman by the 1<sup>st</sup> Thursday of every month.
4. Provide minutes of all meetings to RAC ExComm in a timely manner.



## **Mission Statement**

### **RAC Maintenance Committee**

Work in concert with the Plant Services Department to ensure the Plaza Building, Plaza West Health Care Center, Golfview Terrace, The Plaza Club and all associated common area grounds and landscaping, are well maintained.

#### **Responsibilities:**

1. Inspect assigned areas and report maintenance deficiencies to the Plant Services Department.
2. Devise solutions to maintenance issues through detailed observation, recommendations, discussion and follow up.
3. Provide minutes of all meetings to RAC ExComm in a timely manner.





## **Mission Statement**

### **Outdoor Sports Committee**

Encourage resident interest in outdoor sports and provide the opportunity for healthful and safe activity, including: Pickleball, Tennis, Shuffleboard, Bocce Ball, Basketball and Cornhole Toss.

#### **Responsibilities:**

1. Assist the Director of Golf and Hospitality as required.
2. Make recommendations regarding the physical aspects of the courts and related facilities.
3. Ensure the use of proper equipment and etiquette.
4. Promote the Freedom Plaza lifestyle through invitations to non-resident guests and by sponsoring outdoor sports events.
5. Provide minutes of all meetings to RAC ExComm in a timely manner.

**(Approved by RAC Council June 28, 2024)**

## **Mission Statement**

### **RAC Technology Committee**

Facilitate, encourage, support, educate, and familiarize the residents of Freedom Plaza with the use of technology both proactively and in response to the needs of individuals, RAC Committees, and the Council.

Responsibilities:

1. Schedule presentations from experts in areas of technology. e.g. Cell Phones, Computers, Smart Speakers etc.
2. Provide for demonstrations of new technological devices.
3. Work in conjunction with ROC to give support to Residents with their electronic devices.
4. Consolidate and re-train all current AVL operators and develop a ROC approved AVL squad to provide support for specific FP activates requiring AVL assistance.
5. Provide minutes of all Committee Meetings to RAC ExComm in a timely manner.

