

STAR ISLAND CORPORATION

BOARD COMMITTEE CHARGE

Committee: Property Standards

Intent of Board Committees

To study issues and make recommendations to the full Board

To help get the Board's job done, not to help with the staff's job (to aid the process of governance, not management)

To prepare Board-level policy issues for Board deliberation. The Board needs to know the choices and the consequences of these choices. Only then can the Board ponder, debate, and vote intelligently.

To know the charges of the various committees, so as to be able to support those charges rather than duplicate or interfere with them.

To have members that are receptive and open to ideas, have perspective and vision, are familiar with the SIC Strategic Plan, can give the necessary time, and can think in terms of Star Island Citizenship.

Role of the Board

- Be clear about the charge the Board is requiring from each committee as the committees work to support the implementation of the SIC Strategic Plan Objectives
- Ask each committee not to speak for the Board
- Require each committee not to interfere with delegation from the Board to the CEO
- Ask each committee not to exercise authority over staff
- Conduct a review process every year to determine whether committee structure matches Strategic Plan priorities
- Ask what did each committee do over the past year that was strategically vital
- Ask what each committee can do over the next year to meet the same standard.

Role of the Property Standards Committee

The role of the Property Standards Committee is to assist the board in "preservation of the historic physical and natural setting of Star Island and the Isles of Shoals" as expressed in the 2011-2013 Strategic Plan. The "Property Standards Report" of November 2011 includes the following among the purposes of the committee:

1. Protecting familiar visual elements on Star Island,
2. Promoting stewardship of Star Island's ecology,
3. Ensuring adequate infrastructure is available to support changes, development, and maintenance of Star Island

Activities of the Committee

In order to further the goals and objectives of the Corporation's strategic plan, as adopted and amended from time to time, the Committee will do the following:

1. Develop, review, and revise as necessary, and propose to the Board, guidelines for the preservation and development of Star Island's natural systems, buildings, aesthetics, and facilities systems
2. Alert the Board to activities, projects, plans, or initiatives that may not be consistent with the guidelines approved by the board.
3. Archive, and preserve task-force reports and strategic operating reports originating with the committee.

Tasks/Roles/Responsibilities of the Committee:

The committee will:

1. Administer the process by which alterations in Star Island's physical environment are assessed for their consistency with Property Standards Guidelines
 - 1.1. Develop an application process through which staff, volunteers, and others proposing alterations to the Star Island physical environment may inquire as to whether these proposals are consistent with the Board's Property Standards Guidelines.
 - 1.2. Advise as to whether a given application is consistent with the Property Standards Guidelines, and, if requested, work consultatively with applicants to address areas of an application that the committee believes might be modified to become consistent with the Guidelines.
 - 1.3. Establish an appeal process for cases in which applications are denied.
2. Articulate Property Standards Guidelines that
 - 2.1. promote a climate of retreat, with emphasis on simplicity, sacred spaces, efficient, and unobtrusive technology for administrative and conference use.
 - 2.2. balance the traditional retreat-oriented character of the conference center use with the needs of a modern operations and conferees.
 - 2.3. address our preference for historic and environmental preservation
 - 2.4. address the aesthetics of our natural systems and buildings so as to keep them consistent with our strategic plan
3. Identify individuals and groups to be involved in historic and environmental preservation and specific resources to achieve preservation initiatives

4. Coordinate with the Director of Facilities and the Strategic Facilities Planning Committee to ensure that the Star Island Corporation has in place plans for archiving, updating and preserving plans, manuals, etc.

Committee Structure

The composition of the committee is six members recommended to the Board by the Committee on Appointments, one of whom will be appointed as Chair by the Corporation President, and a Board Liaison ex-officio non-voting.

Because the work of Property Standards is connected to the work of many other committees in the corporation, the committee will solicit non-voting liaisons from those groups and organizations associated with Star Island, which it feels will contribute to its work. Those groups and organizations should include

- From the category of Board Committees:
 - Fund Development Committee
 - Strategic Facilities Planning Committee
- From the category of Operational Committees
 - Island Heritage and Artifacts Committee
 - Rutledge Marine Lab
- From the category of Other Organizations
 - ISHRA

The committee will also recruit advisory members in such measure as it feels they will contribute to its operations.

The Expectations of Members are:

1. To have technical expertise and Island knowledge sufficient to conduct the work of the committee;
2. To have availability to participate in meetings
3. To be available to come to the Island as necessary

The term for all Committee Members is three years and may be reappointed once for a maximum six-year term of service.

Committee Process and Procedures

1. The Committee will report to the SIC Board at least annually, in writing, with additional reports as circumstances may require. Such reports may be made by the board liaison, and will form the basis of the report in the packet for the SIC Annual Meeting. The committee's annual report should therefore be made at such a time that the Annual Meeting packet contains timely information. The chair and Board liaison will determine the structure and frequency of reports to the Board, responding to specific requests from

the Board as these arise. The chair may delegate production of the reports as they see fit, but remains responsible for their content and timely delivery.

2. The Committee will meet at least quarterly, as well as within 30 days of the filing of any application to review that application, and conduct other business as necessary or convenient. The Committee will also meet as necessary to expeditiously collaborate with those bringing applications to it. At least one meeting per year should be on the Island.
3. Annually, the committee will review the applications received and their disposition, and the projects upon which it has been called to collaborate, and will propose revisions to the Property Standards guidelines as called for. It will also review its processes with regard to applications and collaborations to ensure efficient operations for the coming year. It will also review the Standards and make suggestions to the Board for changes consistent with the Strategic Plan of the SIC as well as practices that warrant changes.

Last Review Date: _____