

STAR ISLAND CORPORATION

BOARD COMMITTEE CHARGES

Committee: Strategic Facilities Planning Committee

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 two years to determine whether committee structure matches Strategic Plan priorities
- Ask what did each committee do over the past two years that was strategically vital
- Ask what each committee can do over the next two years to meet the same standard.

Role of the Strategic Facilities Planning Committee (SFPC)

- The role of the SFPC is to recommend to the Board policies and strategic plans regarding the Island's facilities. The Committee should address policies regarding Facility Assessment, Technical Risk Management, Regulatory Compliance Management, and Technical Design, as well as policies in other regards that the Committee feels warrant attention, or as directed by the Board. The role of the SFPC includes developing a strategic facilities plan for recommendation to the board. The role of the committee also

includes assisting the board, as requested, in assessing whether the facilities-related policies are being implemented.

Activities of the Committee

The activities of the committee are:

1. Assist the board in developing goals related to the Island facilities such that the facilities continue to contribute to the overall mission of the Island;
2. Maintain an over-all awareness of the state of the Facilities infrastructure of the Island
3. Scan the external regulatory environment relevant to Island Facilities, and bring significant changes* to the attention of the Board
4. Scan the technical changes, innovations, and best practices relevant to Island Facilities, and bring significant changes* to the attention of the Board
5. Conduct or review technical risk assessments evaluating whether our plans and ability to respond to extraordinary risks are commensurate with their severity and probability.
6. Be the Board's independent technical resource for assessing or auditing our regulatory compliance status
7. Be the Board's independent technical resource for assessing the general facilities "health" of the Island
8. Recommend communications by the Board to the Corporation Membership as a whole, and to outside entities where appropriate, regarding technical strategies and plans

Tasks/Roles/Responsibilities of the Committee:

The Committee is charged with the following tasks:

1. Assess the capital needs of the Island Facilities relative to the capital available, and from these inputs (and possibly others), develop policy recommendations to the Board regarding the kinds of projects the Board may realistically expect the Facilities staff to undertake.

* Where "significant" indicates a change that is likely to require a change in Star Island policy or strategic planning

2. Develop policies ensuring that the Island's operations and maintenance practices ensure optimal care and usage of existing equipment.
3. Develop policies ensuring that Island equipment is inventoried, that appropriate funds are allocated for maintenance, and that preventative maintenance is carried out.
4. Develop and maintain a medium-term (five year) plan for use of alternative fuels and alternative fuel sourcing for the Island.
5. Develop risk mitigation strategies for significant categories of risk, eg safety systems, water systems, building structures, electrical systems, alarm systems.
6. Develop policies and plans with the objective of decreasing the dependency of Star Island operations on fossil fuels.
7. Develop policies promoting a culture of "reduce, reuse, recycle, and replace" within the Star Island communities, including staff, volunteers, conferees, and visitors.

Committee Structure

The composition of the committee is:

Eight members, including a chair, appointed by the Committee on Appointments, a representative from the Property Standards Committee (ex officio, non-voting), and a Board Liaison (ex officio, non-voting). In addition, the committee will recruit non-voting advisory members in such measure as it feels they will contribute to its operations. Advisory members are appointed by the Committee on Appointments for one year terms that can be renewed as needed.

The Expectations of Members, are:

1. Attend (in person, or by telephone) committee meetings;
2. Undertake projects consistent with the activities and tasks with which the committee is charged, in support of the committee's fulfillment of its responsibilities;
3. Possess technical knowledge sufficient to contribute to the committee's responsibilities;
4. Bring to the committee industry or best-practice experience relevant to improving the Corporations facilities and its management of those facilities;

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

- a) 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 such that the Annual Meeting packet contains timely information. The chair 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 timely delivery.

- b) The committee will meet at least four times per year. Typically these will be a planning meeting prior to open-up to assess strategic challenges for the upcoming season, a summer meeting to develop capital budget input for the fall budgeting season, a fall meeting to assess strategic challenges confronted during the season and plan for mitigation of those challenges in the following season, and a winter meeting for strategic project planning and reporting for the Annual Meeting.

- c) The Board Liaison will be responsible for communicating changes in the Corporation's strategic plan to the committee. The committee chair (with such assistance as they may gather from the committee) will be responsible for reviewing the strategic plan for areas in which the committee expertise may assist the corporation in achieving its goals. Committee goals for the year will typically be set before open-up, and modified as indicated should strategic challenges arise during the course of the season. Progress against goals will typically be assessed in the winter meeting, for inclusion in the Corporation's Annual Meeting materials.