

## COMMITTEE ELECTION RESULTS FOR MAC SECRETARY 2024-2025

<i>POSITION</i>	<i>NAME</i>	<i>PHONE NUMBER</i>	<i>EMAIL ADDRESS</i>
CHAIR			
VICE CHAIR			
SECRETARY			
TREASURER			
DESIGNATED REPRESENTATIVE*			

\*MAC By-Laws, Article III, Membership, states that each committee will have a duly appointed representative (Designated Representative) who shall attend any MAC meetings that the Chairperson or Vice Chairperson *is unable to attend*. Any person so appointed shall retain that position for one MAC calendar year, April 1<sup>st</sup> through March 31<sup>st</sup>, of the following year.

It is advisable, that the designee should, if possible, be a five-month resident and should not be the representative of any other committee. The designee shall not be the same as the Chair or Vice Chair.

If the status of your committee representative changes during the MAC calendar year, a new representative must be named, and the name submitted to the MAC Secretary either by written notice or email notice.

\_\_\_\_\_ (Initials)

### VENUE RESERVATIONS

I understand as Chair of my committee I am responsible for submitting the venue request form/s. I also understand that the times I request include any set up time for our activity. I will advise my participants that they may not enter the reserved facility until the requested start time UNLESS the facility has been vacated, not reserved or I have made prior arrangements with the activity lead before our activity. I understand that our committee members are expected to respect the start and end times of other venues/activities.

\_\_\_\_\_ (Initials)

### CLEAN UP RESPONSIBILITIES

When a MAC committee or other entity reserves a venue space, they will be responsible for clean-up of the entire area used. Once their event is completed, the committee/other user will be responsible for complete clean up of the area used and for returning the room to its original configuration. This includes sweeping and spot mopping (if necessary) the Rec Hall floor. Clean up also includes the kitchen area, emptying all trash cans and wiping down the tables. All trash must be bagged and taken to designated areas for trash pickup. The areas will be left in a suitable condition, clean and tidy and set up properly, in its original configuration, for the next usage. All chairs are to be placed at tables or in the chair racks. Failure to comply may result in disallowing future use. It is suggested that each committee or group using the space assign a person to oversee the clean-up process. These rules also apply to committees/other users of the Community Center, the Craft Room, the Café Pad and the Grove.

I have read and understand the above requirements:

\_\_\_\_\_  
Committee Chair (for upcoming MAC calendar year)

\_\_\_\_\_  
Name of Committee