

STAR ISLAND CORPORATION

BOARD COMMITTEE CHARGE

Committee: Strategic Facilities Planning Committee (SFPC)

Role: To assist the Board with policies and programs related to island facilities and to assist the staff by providing relevant input and work product

Context: Responsibility for the annual capital projects program rests with the staff and ultimately the CEO who reports to the Board. Staff reports to the SFPC on the annual capital projects program on a regular basis, allowing the SFPC to serve as a “sounding board” on technical matters and conformance with outside regulations and the Property Standards.

Responsibilities and Activities:

- Maintain an overall awareness of the state of the facilities of the Island.
- Regularly evaluate and update, as necessary, the Property Standards and zone map as well as the Property Guidelines, including ensuring the standards comply with external regulatory requirements.
- Interact with other SIC committees to support their activities related various facilities projects and to the Property Standards.
- Act as a “sounding board” to support the SIC staff relative to various facilities projects, including the annual capital projects program: look for trends in the program relative to technical matters, as well as outside regulations and the Property Standards.
- When SFPC members have relevant technical skills, assist staff in designing, implementing, and monitoring projects in conformance with all relevant standards.
- As needed provide support to the staff and Board relative to any Property Standards “Special Exceptionis” that needs to be approved.
- Conduct periodic assessments of the island facilities including; buildings, structures, monuments, utilities, open spaces, gardens, landscaping, roadways, walkways, vehicles, and equipment.

- Recommend goals, policies and strategic plans regarding the Island facilities, such that the facilities continue to contribute to the overall mission of the Island.
- Be an independent technical resource related to facilities management, including:
 - Monitoring external (federal, state and local) regulatory requirements and assessing compliance.
 - Monitoring facility technical changes, innovations, and best practices.
- Recommend communications by the staff and/or Board to the Corporation Membership as a whole, and to outside entities where appropriate, regarding technical strategies and plans

Committee Composition:

Eight to ten people with one member, chosen by the Board, to serve as chair. Two members may be approved as co-chairs. A sub-committee shall be designated to focus on Property Standards. The Board will appoint a Board Liaison as a non-voting member and the CEO will appoint a Staff Liaison as a non-voting member. The committee chair, CEO, and/or Board may also recommend advisors with specific experience or knowledge. Advisors are none voting and must be approved by the Board each year.

Expectations of Members:

- Understand the committee’s responsibilities and activities and their relationship to the Star Island Strategic Plan.
- Attend meetings (in person or via video conference).
- Participate in activities and tasks needed to fulfill the role of the committee.
- Be an Ambassador for the Board, the staff, the committee and its work.
- Possess technical knowledge that contributes to the committee’s responsibilities, including industry or best-practice experience relevant to improving the Corporation’s facilities and its management of those facilities.
 - Relevant experience in the areas of architecture; civil, electrical, mechanical and structural engineering; building design and construction; land use, planning and zoning; appraisal, real estate finance, public safety, regulatory compliance, resource conservation, historic preservation and similar fields.

Member Terms:

Members have three-year terms that may be renewed for one additional three-year term, unless otherwise approved by the Board.

Meeting and Reporting

Meet at least four times a year. Typically these will be a planning meeting prior to open-up to assess strategic challenges for the upcoming season, a late summer / early fall meeting to develop capital budget input for the fall/winter 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.

Meetings notes will be taken and available to the Board and Staff.

An Annual Report will be provided to the SIC office for inclusion in the packet for the SIC's Annual Meeting. The Committee will provide additional reports to the staff and/or Board as circumstances may require. Such reports may be made by the staff and/or board liaison. The chair may delegate production of the reports as they see fit, but remains responsible for their timely delivery.

Special Provisions:

- 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.