



## **“Bruton Glen” Homeowner’s Association**

**Attn. Board of Director’s**  
**P.O. Box 5546**  
**Williamsburg, Virginia 23188-5546**  
E-Mail: [BrutonGlenHOA@cox.net](mailto:BrutonGlenHOA@cox.net)

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### **~ Committee Official’s ~**

#### **Recreational Advisory Committee**

*Committee Official’s Responsibilities & Duties*

#### **RAC Director:**

The RAC Director shall be appointed by the President and/or Board of Director’s by authority of their position in the Association.

The RAC Director shall hold the appointed position until resigning from such position or being relieved of their duties by the President and/or Board of Director’s.

The RAC Director shall be responsible for budgeting, overseeing, and managing the operations of this committee and its appointed Chairman and/or Committee Members. He/She shall be responsible for scheduling various community events throughout the year. He/She shall also be responsible for managing the expenditures of the committee, assuring that receipts are submitted with all expenditures prior reimbursement and are within the committee’s allocated budget set forth by the Board of Director’s.

The RAC Director shall be responsible for providing the President and Board of Director’s with scheduled event information, event expenditure report, and event attendance report after any scheduled community event being held.

#### **RAC Chairman:**

The RAC Chairman shall be appointed by the RAC Director, President and/or Board of Director’s by authority of their position in the Association.

The RAC Chairman shall hold the appointed position until resigning from such position or being relieved of their duties by the RAC Director, President and/or Board of Director’s.

The RAC Chairman shall be responsible for assisting the Director with budgeting, overseeing, and managing the operations of this committee and it’s appointed Committee Members. He/She shall be responsible for assisting with scheduling various community events throughout the year. He/She shall also be responsible for assisting with managing the expenditures of the committee, assuring that receipts are submitted with all expenditures prior reimbursement and are within the committee’s allocated budget set forth by the Board of Director’s.

The RAC Chairman shall be responsible for assisting with the provisions of providing the President and Board of Director’s with scheduled event information, event expenditure report, and event attendance report after any scheduled community event being held.