



## **Trail Ambassador Committee Charter**

Pursuant to the authority granted by Washington State RCW 24.03, and by Article VIII of the Restrictive Covenants, the Board of Directors authorizes a standing Trail Ambassador Committee.

The purpose of the Trail Ambassadors is to be a visible presence and monitor safety issues on the 16+ miles of trails and parks. The Trail Ambassadors achieves this by:

1. Assigning committee members to patrol a portion of the MCCA trails and visit parks a few days each week. The frequency and duration of patrols may increase during the summer months and decrease in the winter.
2. Wearing a vest or hat with the MCCA logo while on patrol so residents can easily identify them as a Trail Ambassador.
3. Reporting suspicious activity or dangers along the trails to the MCCA Administration and/or the Mill Creek Police Department or 911 if critical.

Further, all committees of the Board shall operate within the following guidelines:

1. Committee members must be approved by the Board of Directors who appoints members to serve a 3-year renewable term. Vacancies are filled by persons recommended by the committee. Committee members shall act in accordance with the MCCA Covenants and Board adopted policies, always.
2. Committee members are in a position of trust with our residents and must submit to and pass a background check.
3. The committee shall work closely with the Association Director, channeling recommendations to the Board through that office.
4. The committee will keep a record of its actions and patrols in the form of a report provided to the Board of Directors in the monthly board packet.
5. The committee will recommend all actions involving expenditures to the Association Director who may bring it to the Board of Directors for approval.
6. The committee will advise the Association Director and Board of any changes that may be necessary to the procedures or the functioning of the committee.

# 1. Committee Member Roles

## Chair

- Serves for two years.
- Meets with MCCA Administration to develop guidelines for patrols.
- Keeps a schedule of all patrols and issues and sends a report to the Association Director.
- Works with the Association Director to stock committee supplies as needed.
- Writes pro-active educational articles for community newsletter, the *MillStream*. These articles are submitted to the Association office as requested by the Association Director.
- Work with the Association Director to schedule committee training with experts when appropriate.

## Vice-Chair

- Acts on behalf of the Chair as necessary.

## MCCA Administration

- This may be the Association Director or another staff member.
- Serves as a liaison between the Trail Ambassadors, MCCA members, and the Board of Directors.
- Works with the Chair to process background checks on prospective members.
- Provides the Board with a written summary of committee actions, responds to Board inquiries, requests Board direction when appropriate.
- Works with the Chair to ensure committee supplies are stocked and uniforms are ordered.

## At-Large

All other committee members are considered “at-large.” They complete patrols of the trail system and send their patrol reports to the Chair.

# 2. Meetings

Meetings are held as necessary to share information with the committee.

# 3. Duties

The Trail Ambassadors work to keep the MCCA trails and parks safe for our residents.

1. The committee shall consist of at least 3 members appointed to a 3-year renewable term.
2. The Chair serves for two years (Vice-Chair does not necessarily become the next Chair).
3. Committee members will complete at least one patrol per week.
4. From time to time committee members will schedule guided walks in the Nature Preserve and teach our residents about the different animals, trees, etc. that are found there.