



**LARCS**  
**PROGRAM TASK FORCE CHARTER**

**Purpose:**

To provide insight and recommendations to the LARCS Board of Directors to ensure a variety of diverse and quality recreational/educational/social program offerings throughout the year.

**Objectives**

1. Review new program instructor applications and make recommendations to the Board on an as needed basis (maximum of quarterly).
2. Review the demographics of the community to ensure inclusive program opportunities as feasible.
3. Provide quality control for all programs by reviewing the Program Instructor Agreements; evaluate the current Program Instructors, class participation and success of each program. This also includes termination recommendations for programs not meeting their agreements obligations or frequent cancellation of classes due to non-participation.
4. Assist LARCS staff in researching new opportunities for programs.
5. Review program administrative fees and levels annually.

**LARCS Board Liaison:**

The LARCS Board of Directors shall share the role of Board member Liaison to serve as the communication link between the Board and the Task Force. Board liaison attendance at the Task Force meeting is required as scheduled.

**Task Force Structure:**

The Task Force shall consist of a minimum of three (3) and a maximum of seven (7) members. Members shall be appointed by the LARCS Board. All interested residents must complete a volunteer application form. The Task Force members shall review applications and make recommendations to the Board for appointments annually.

**Term of Office: (calendar year)**

To provide for succession planning and continuity the term of office is one (1) year for members, however the Task Force members serve at the pleasure of the Board (s) of Directors and may serve for multiple years.

**Meeting Information:** The Task Force will meet as needed up to a maximum of 4 times per year. Some Task Force business will be conducted via email.