

Tahoe Donner Association Trails & Open Space Committee Charter

I. INTRODUCTION

A. Authority

Pursuant to the powers vested in the Board of Directors (“Board”) by the Articles of Incorporation, the Bylaws and the Covenants and Restrictions of the Tahoe Donner Association (“Association”), the Board hereby establishes the Trails & Open Space Committee (“TOS”) as a standing committee of the Association.

The TOS is established and operates under the provisions of:

- Section 1, Article X, Restated Bylaws of Tahoe Donner Association
- Resolution 2021-5, Committee Policy, Tahoe Donner Association Board of Directors, July 23, 2021
- Article VIII, Board Meetings, Restated Bylaws of Tahoe Donner Association

This TOS Charter shall remain in effect as presented herein until such time as it is amended or revoked by the Board. Any changes, amendments or modifications hereafter may only be accomplished at a properly noticed meeting of the Tahoe Donner Association Board of Directors. The TOS shall remain in existence until dismissed by the Board.

The TOS shall have no authority to act on behalf of the Association, other than to formulate and present recommendations to the Board related to its stated purposes.

II. PURPOSE & PRINCIPLES

A. Purpose

The purposes of the TOS shall be:

1. Advisory: Serve the Board and Staff as a source of advice, feedback, assistance, and expertise in all matters pertaining to land management, open space, and the trail system. Operating in collaboration with the Board, Staff, Committees, and other bodies and agencies, this work will include, but is not limited to:

- Developing, updating, and maintaining Tahoe Donner’s land management, open space, trail system, and active transportation related planning documents and policies.
- Supporting consistent and effective implementation of Tahoe Donner’s land management, open space, trail system, and active transportation related planning documents and policies.

- Identifying, prioritizing, and recommending Capital Improvement Program projects pertaining to Tahoe Donner's land management, open space, and trail system.
- Supporting consistent and sufficient funding for the stewardship, maintenance and improvement of Tahoe Donner's land-holdings and trail system.
- Developing and recommending policies, strategies, and opportunities to support the conservation, restoration, mitigation, and other environmental stewardship enhancements for all Association land-management zones.
- Identifying, prioritizing, and recommending open space acquisitions, rights-holding interests, and/or other real property opportunities that may be advantageous to the Association.
- Facilitating and recommending relationships and partnerships with natural resource and land management entities, experts, and advocates for the purposes of coordination and information sharing on management, conservation, restoration, enhancement strategies, and funding opportunities.
- Facilitating and recommending opportunities to leverage the trail system and open spaces to confer value and benefits to the Association (e.g. active transportation/paved trail connectivity and improvement, four-season recreation enhancement, tax savings, grant funding, carbon footprint reductions, inter-agency relationship building, and reputation enhancement).

2. Stewardship: Work collaboratively with Staff, Clubs, trail users, and other bodies and agencies to build, promote, and ensure the long-term, active, effective, and sustainable stewardship of the natural, physical, cultural, and community resources associated with Tahoe Donner's trail system and open spaces. This work will include, but is not limited to:

- Fostering understanding, awareness, and appreciation of the need to preserve and protect Tahoe Donner's trail system and natural resources, both for their intrinsic value and for the enhanced quality of life and the four-season recreational opportunities they afford to the community.
- Promoting enjoyment of, and building community connections with Tahoe Donner's trail system and open spaces by providing or supporting increased opportunities for four-season recreation, exploration, wellness, education, active transportation, and volunteer stewardship.
- Developing and maintaining social and educational efforts to foster fellowship, mutual understanding, and a positive culture of enjoyment, inclusivity, and shared stewardship among the diversity of trail users.
- Serving as ambassadors to the community, and as representatives of the community in all matters pertaining to Tahoe Donner's trail system and open spaces.
- Facilitating member involvement in Tahoe Donner's land management, open space, and trail system planning processes.

B. Guiding Principles

In no particular order, the TOS's guiding principles are:

- **Safety and Compliance:** Improving community compliance with required building and safety codes, environmental standards and requirements, and other legal mandates.
- **Environmental Stewardship:** Creating a more sustainable and environmentally responsible community.
- **Member Enjoyment:** Enhancing member experience and enjoyment.
- **Adaptive Management:** Deftly adjusting to changing times and anticipating evolving conditions to ensure that the Association remains a preeminent, sustainable, innovative, environmentally friendly, and sought-after community.
- **Asset Protection:** Ensuring that existing assets are protected, conserved, and well maintained.
- **Financial Responsibility:** Managing limited resources carefully, effectively, and efficiently to meet Association objectives.
- **Member Interest:** Considering member needs, preferences, and priorities.

III. COMMITTEE ADMINISTRATION

A. Resolution 2021-5, Committee Policy

Except as exempted and specified below, the committee shall operate according to policies established in Resolution 2021-5, Committee Policy.

B. Committee Size

The TOS shall consist of 12 voting members, and one non-voting Staff Lead.

C. Appointment Qualifications

The TOS shall endeavor both to draw members representing a diversity of trail system user groups, and to include a broad demographic spectrum of trail system and open space users.

Members who are knowledgeable about Tahoe Donner’s trail system and open space through regular use and enjoyment are encouraged to apply. Members with relevant backgrounds and experiences (e.g. trail work and design, natural resource management and protection, outdoor recreation, and environmental stewardship) can also be beneficial to the committee.

In addition to such standard qualifications, prior to the Board’s appointment of any new committee members, the committee may provide the Board with a report describing the committee’s current personnel needs, and any supplemental qualifications necessary to satisfy those needs.

Prior to appointment, prospective committee members must also complete the following qualification prerequisites:

- Initiate potential onboarding by notifying the chair of their interest in applying
- Introduce themselves to the committee at a noticed meeting
- Attend at least two Quarterly Meetings
- Read the relevant governing documents, planning documents, recent TOS meeting minutes, and the TOS charter

The TOS shall encourage prospective committee members to attend and participate in committee meetings, and to serve on TOS subcommittees.

D. Officer Qualifications

To better ensure that Chairs are fully familiar with committee operations, it is preferable for committee members who have served on the committee for one year or more, either in their current term or in a previous term, to stand for election as Chair.

To encourage succession planning, it is preferable for committee members with two or more years remaining in their term to stand for election as Vice-Chair.

E. Additional Expectations

Committee members are encouraged to volunteer as active stewards of the Association’s trails and open spaces.

F. Meeting Schedule

The TOS will meet at least quarterly, with Quarterly Meetings typically focused upon major policy and planning areas. The following schedule is suggested:

Quarter	Suggested Focus
Winter	Open space policies and planning
Spring	Trail system policies and planning
Summer	Winter open space recreation policies and planning
Fall	Trail system emerging issues

Unless otherwise directed by the Board:

- The TOS may adopt an expanded regular meeting schedule at the first meeting of the calendar year, or as such need may arise.
- Special committee meetings shall be scheduled at the discretion of the Chair and Staff Lead.

G. Other Meetings

The TOS is encouraged to participate in the annual budget workshop process with the Board and Management to discuss long-range trails and open space needs.

Attendance at Board meetings, or viewing of Board meeting recordings, is not required, but is strongly encouraged.

H. Emeritus Subcommittee

In addition to all former TOS members, members of the General Plan Committee's Trails and Open Space Subcommittee at the time of that subcommittee's dissolution are eligible to join the TOS's Emeritus Subcommittee.

IV. INITIAL COMMITTEE ROSTER APPOINTMENTS

The TOS is the successor committee to the General Plan Committee's Trails and Open Space Subcommittee ("Subcommittee"). To expedite the committee's work without interruption or delay, and to ensure continuity between the Subcommittee and the TOS, the Board shall prioritize appointment of Subcommittee members recommended by the Subcommittee when appointing the TOS's initial roster.

Appointment of the initial TOS roster will proceed according to the following process:

Immediately following the Charter's approval, a call for TOS applications will be conducted and remain open for 14 calendar days. Within 25 days of the charter's approval, the Subcommittee will review all applications and provide appointment recommendations to the Board.

Upon Board appointment of the initial TOS roster, the Subcommittee will dissolve. Members of the Subcommittee who are not appointed to the TOS will be invited to join the TOS's Emeritus Subcommittee.

At the first meeting following their appointment, the founding TOS roster shall divide themselves into three equal classes (A, B, and C). The seats of Class A shall be vacated at the expiration of the first full calendar year, Class B at the expiration of the second, and Class C at the expiration of the third. The initial partial terms completed by Classes A and B shall not be counted toward any limitation on consecutive full terms. For Board notification, the Chair will provide staff with a written report naming the members of each class and the expiration of their terms.

At the same meeting, the TOS will elect the Chair and the Vice-Chair(s). For the purposes of this initial election, any tenure qualification requirements are waived. Further, the terms of the initial Chair and Vice-Chair(s) will end with the expiration of the first full calendar year. Following the election, the newly elected Chair will provide staff with a written report detailing the election results, and staff will deliver that report to the Board for ratification.

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