

i. Montclair Fitness Committee Charter

1. **Background.** The Montclair Fitness Committee is a standing committee of the Montclair Property Owners Association (MPOA). The history of the committee dates back to 2014 with the establishment of an ad hoc resident race committee to determine feasibility of conducting a triathlon within Montclair. The 1st Annual Montclair Triathlon was successfully conducted on June 28, 2014. As a result, the MPOA Board of Directors (BOD) voted on September 10, 2014 to approve the Montclair Triathlon as an annual Montclair event necessitating the change from an ad hoc to a standing committee with an updated charter. The Swim Fest event was added to the committee in 2025 and will become an annual event for the foreseeable future.

2. **Objectives.**

- a. To conduct annual fitness events that provide family fun and bring the community together.
- b. To raise funds for MPOA while conducting a zero-cost to MPOA

3. **Guidance.**

- a. The Annual Montclair Triathlon and Swim Fest events shall be scheduled each Summer on a date to be approved by the MPOA Board of Directors. Additional fitness event(s) may be added to the calendar with board approval.
 - b. The fitness events will be conducted at Dolphin Beach and other MPOA common property;
 - c. The Committee will recommend the company(ies) to produce the events;
 - d. The selected company(ies) will be required to sanction the event with USA Triathlon for the Triathlon and USA Swimming for the Swim Fest and obtain and carry the necessary liability coverage for the event as set forth by the Board of Directors;
 - e. List MPOA as additional insured on insurance certificate;
 - f. Event company will provide complete race day event production to include set up and clean up;
 - g. Event company will take direction;
 - h. Montclair residents receive a discount;
 - i. Event company is liable and responsible for payment of any damage to the MPOA common property as a result of race participation or company staff action associated with the events;
 - j. Event company will reimburse MPOA for all costs incurred associated with this event.

4. **Membership.**

- a. Size of the Committee: The body of the committee should consist of a realistic number of individuals so that it may function effectively.
- b. Chairperson Responsibilities: In addition to the Chairperson responsibilities listed in the Community Guidelines, Article 3, Section 3.7.1, the Chairperson will:
 - i. Prepare and publish an agenda for each meeting. A draft agenda will be available for review at least 48 hours in advance.
 - ii. Record meeting minutes.¹ Minutes should capture at a minimum
 1. Start and end time of meeting;
 2. Members in attendance;
 3. Action items and voting results.
 - iii. Not hold a meeting without a quorum, which is defined as a majority of the Fitness Committee Membership.^{2,3}
 - iv. Lead the committee discussions and facilitate the addressing of all agenda items in a timely fashion.
 - v. Keep Committee members apprised on event-related discussions involving the Board Liaison, Board of Directors and/or Management Company.
- c. Membership Responsibilities:
 - i. Provide Chairperson with availability for meetings in a timely manner.
 - ii. Attend scheduled meetings for the purpose of discussing and planning the Montclair Triathlon and Swim Fest. Members may also be asked to assist with specific Triathlon and/or Swim Fest activities.
 - iii. Observe the Triathlon and/or Swim Fest and report observations/recommendations to the Chairperson for inclusion in the after action report

5. **Administration.**

- a. Article 3 of the Community Guidelines of Montclair (Committees) will be used as the basic document for administration of the Committee activities.
- b. The Montclair Fitness Committee will meet as necessary for planning and coordination of the Montclair Triathlon and Swim Fest events.

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- c. After action reports will be submitted after each event. Reports will include an event summary, an estimated number of participants, financial performance, and consideration for future events.

¹ Chair may elect to delegate this responsibility to another Committee member.

² Committee members may elect to use the meeting date as an opportunity for discussion, but no voting may take place without Quorum. ³ Should an issue be deemed important enough, i.e. time critical, and quorum cannot be met in person, voting may be conducted via email provided ALL members are represented/accounted for. The Chairperson will be responsible for coordinating all electronic voting.

Montclair Triathlon Committee Charter

November 12, 2014 #14-267

November 10, 2021 #21-266

March 12, 2025