

HOUSE COMMITTEE POLICIES AND PROCEDURES

1. Article VI of the O.K. Ingram Ship No. 1774 approved By-Laws establishes the authority, roles and mission of the House Committee.
2. House Committee meetings shall be held on a monthly basis, and more frequently as the Committee mandates. Comrades and members of the VFW Ladies Auxiliary Ship 1774 and AMVETS Post 1775 are encouraged to attend and be an active part of the proceedings. Their views should be strongly considered in that they are valuable and integral to the success of the O.K. Ingram Ship 1774.
3. The Committee shall oversee the Canteen and Kitchen operations and will strongly consider the views of the Manager of those operations (when available) who shall be considered the subject matter expert and who has full responsibility and authority, with any limitations and guidance herein established, for the daily operations of which appointed. The Committee is charged with an oversight role and recommendations for improvement are fully expected.
4. The Committee will review, schedule, and make recommendations concerning such as facility clean-up (inside and outside; special and regular); daily set-up of the facility; maintenance, repair and replacement of real and installed property; system(s) maintenance (preventive, recurring and special); condition and quantity of tables and chairs; and other matters that could impact the operations and success of the VFW in its current location. A schedule of recurring maintenance issues will be developed as the highest priority along with an inventory of equipment within or attached to the facility.
5. The Committee will assess the building for access by handicapped personnel, develop a list of deficiencies and a plan to rectify the issues.
6. Realizing at the time this document is written that funds are in short supply, and that any action taken for improvement should consider availability of funds and any future "payback" (electricity or water savings, etc.), the Committee will prioritize their recommendations considering limited funds, quality of life of members, volunteer workers, etc..
7. To defray costs, it is strongly encouraged Committee members perform some light maintenance themselves, based on their availability and skills, or seek others to do it on a non-cost basis; however, that is not a necessary element for a Committee member. The Committee (or a Committee member having responsibility for a specific area) may independently authorize

expenditures for tools, minor repairs and supplies as may be necessary for the preservation and protection of the Ship's quarters and its property and equipment, provided that the total does not exceed \$100.00 expended. Receipts shall be provided to the Paymaster.

8. The Committee, via the Paymaster who is in charge of the sub-rental of the Ship's quarters, shall exercise such supervision over sub-renters as will ensure the protection of the Ship's name and property. All monies received by the Committee through the sub-rental of the Ship's quarters or other sources shall be deposited with the Ship Paymaster.

9. All expenditures of the Committee shall be made by regular voucher and drawn by the Paymaster per established procedures. Records of the expenditures with receipts made since the last Ship business meeting shall, at every meeting of the Ship, be provided to the membership at the next meeting. The original of such documents are provided to the Paymaster.

10. Recommendations of the Committee shall be brought to the membership for a vote at a regularly scheduled meeting, or special meeting if called for that purpose. Issues brought to the general membership when not handled by the House Committee but within their purview, may be referred back to the House Committee for recommendation per the Ships Captain or per vote of the membership. If emergency actions are deemed necessary by the Ships Captain, the Committee shall first be consulted (using telephone is acceptable) for decision and the membership shall be so appraised at the next regularly scheduled meeting after the action(s) is taken provided the Committee votes in favor.

11. The Committee, at their 10 July 2010 meeting, established a definition for an emergency which is: "A condition which adversely impacts the business activities of the Ship 1774, the health, and/or safety of its volunteers and membership."

12. This document shall become effective upon approval by a majority vote of members present at a regular or special meeting called for that purpose; at least thirty (30) days notice in writing having first been given to all members.