

**POPE STREET PROJECT COMMITTEE (PSPC)
CHARTER**

Purpose

To serve as interim project manager for the planning and financing phase of the Pope Street Project. Pope Street Project Committee (PSPC) provides guidance and recommendations to the full board concerning relocation planning.

Composition

Members of PSPC shall consist of at least two board members, the general manager, and co-op member-owners appointed or approved by the committee. The board shall designate the meeting chairperson.

All board members are encouraged to attend the meetings of PSPC. Other member-owners and subject area experts may be invited to attend the meetings as needed.

Authority

PSPC reports to the board.

Duties and Responsibilities

1. Serve as project manager by committee for the Pope Street Project until such time as a project manager is hired by the board.
2. Create a job description for a Pope Street Project Manager. Provide a recommendation to the board for the hiring schedule, and recommend a qualified candidate, for the Project Manager role.
3. Serve as oversight by committee once a project manager has been hired for the project.
4. Determine and execute a priority list for the planning of the relocation project.
5. Report at monthly board meetings as to the progress of the relocation project.
6. Obtain approval of the Board for any expenditures related to the planning of the relocation project.
7. Monitor the progress of the relocation project and associated timelines.
8. Perform other duties (a) as assigned by the board or (b) as requested by the general manager and approved by the board in support of the relocation project.

Meetings

PSPC will meet once a week, as needed, for the duration of the relocation project. The chairperson will call meetings, set the agenda, and report to the board.

This charter will be reviewed in January of 2019.

Adopted 08/23/2018