

COMMITTEE GUIDELINES

COMMITTEE PURPOSE

The purpose of a committee is to assist the Board of Directors in regard to their given area of responsibility and to bring the Board information on which action and decisions may be based. Generally, a committee should consist of three, but no more than five members. A member of the Board may chair committees. Committees may be formed, re-organized or disbanded at the discretion of the Board of Directors.

COMMITTEE REPORTING TO THE BOARD OF DIRECTORS

If the Board charges the committee with a specific task, the committee should either a) report, in person or in writing, upon its progress at the next regularly scheduled Board meeting, or, 2) give a full written report complete with findings, options and recommendations.

COMMITTEES IN RELATION TO VENDORS

Unless otherwise directed by the Board, Committees, their Chairs or any member thereof shall not give direction, including the asking for of bids, reports, or any such item, to any vendor who is contracted to the association.

COMMITTEE MEETINGS

Generally, committees should meet once per month or as is appropriate to their assignment. The meeting should take place at the time, place and discretion of the Committee. A designated person on the Committee should take notes or minutes, which in turn should be given to management for appropriate recordation and/or filing.

COMMITTEES IN RELATION TO MANAGEMENT

Unless otherwise charged by the Board, Committees shall not, at any time, give direction to management, including clerical and/or staff members. Committees shall gather, correlate and produce their own information and reports. Committees shall, when preparing a written Committee Report, ensure management receives that report in time for inclusion in the Board packet.

COMMITTEES AT THE BOARD MEETINGS

Generally, all Committees will be placed on the agenda on a monthly basis (or as is appropriate) unless they have asked not to be included. During the meeting, when your committee is called, please give a BRIEF oral summary of the written report you have prepared. Please conclude your oral report in no more than 5 minutes, culminating with either a recommendation, request for funds or whatever is appropriate to your report.

NEW COMMITTEE MEMBERS

It is vital to the health of the community that committees keep themselves populated with the appropriate number of volunteer members. This responsibility falls to the committee chair; however, all members can help by keeping an eye out for residents whom you believe may be a good fit. If new volunteers are found, please notify the Board President prior to asking them to serve.