

## **Committee Guidelines**

Committees serve a number of important roles to the Association and the Board of Trustees. In order to better understand what "committee responsibilities" are, listed below is a brief outline as to how committees function and communicate.

### **Committees serve as...**

- A training ground for future community leaders; A conduit through which the Board receives input, opinions and viewpoints of homeowners; A vehicle through which Board actions are explained.
- A Committee multiplies the effectiveness of the Board by adding additional minds and hands into the analysis, definition and solving of problems.
- Committees enhance the effectiveness of the Board by providing research analysis and advice needed to make policy decisions.
- Committees function in an advisory capacity to the Board of Trustees; they are advisors only, and should not act as satellite boards with unilateral powers.

### **Committee Meetings...**

- Should be scheduled on a regular basis so committee members can plan ahead;
- Should begin on time - and end at a reasonable hour.
- Prolonged meetings can be counter-productive.

*Minutes must be kept of all committee meetings. Each committee is responsible for appointing a recording secretary for this purpose. Minutes are to be forwarded to the Management Office, for distribution to the Board of Trustees, no later than one week following the committee meeting. These minutes should outline recommendations made to the Board for future action, as well as outline information that transpired during the committee meeting. Committee minutes serve as guidelines or reminders for committee members and periodic updates for Board Members. Through its minutes, the committee communicates its goals and its success in achieving those goals to the Board and to the Community at large. (Minutes should be submitted copy ready, typed or neatly written.)*

### **Chairpersons administrative Duties...**

- Conduct meetings in an orderly fashion giving everyone on the committee the opportunity to give their views.
- Prepare the agenda and submit it to management ready to copy - either typed or neatly written.
- Submit committee recommendations to the board of trustees.
- Chairpersons should give committee members assignments to be completed between meetings.
- Chairpersons must follow-up with committee members so that assignments are neither forgotten, nor misunderstood.
- A Chairperson may recommend the removal of a member if that member fails to attend three consecutive scheduled meetings or fails to assume the duties of a committee member.

### **Board Liaison Representation.**

The Board Liaison should identify himself / herself; The "Listen & Watch" approach should be adopted by each attending liaison. The Board Liaison should be a source of support and guidance but should not Interfere with the agenda set forth by the committee chairperson. The board liaison will be available for consultation on committee matters.

### **Management.**

Management liaisons will be assigned to each committee. A management liaison will not attend the meetings of all committees. When a management liaison attends a committee meeting it is not necessary for that Representative to be present for the entire meeting. Place eminent topics at the beginning of your agenda. Management will retire from your meeting once these topics are addressed. Your management liaison is also available for help and advice with procedures and compliance with the POS.

### **Subcontractors / Vendors.**

Should be placed at the beginning of the Agenda and should not be permitted to sit through an entire committee meeting. Subcontractors and Vendors should be permitted to present their pertinent information and a question and answer period is to follow, if applicable. Once subcontractors and vendors have completed their presentations, they should be excused from the meeting.