

## **Leisure Town Home Association**

### **Charter for the Policies and Procedures Committee**

The purpose of this charter is to define the mission, authority, responsibilities, and membership for the Leisure Town Home Association “LTHA” Policies and Procedures Committee. The charter also conveys commitment from and implied support by members of the LTHA, the association’s board of directors, as well as the property managers.

#### **Purpose**

The LTHA Policies and Procedures Committee shall assist the board of directors in insuring the board has policies and procedures in place to guide the operation of LTHA in a legal and ethical manner.

This will be achieved by meeting as often as necessary to complete the assigned responsibilities of overseeing all current policies and procedures of LTHA and the implementation of new policies and procedures as may be deemed appropriate.

#### **Scope of Authority**

Ultimate authority for this committee lies with LTHA’s current board of directors. The committee has no expressed or implied power or authority.

All Policies and Procedures Committee Members must obtain approval before the expenditure of any LTHA funds.

All publications by the Committee which are provided to the Membership must be approved by the Board President and 2 Directors of the Board. This may be changed at a later date as determined by the Board.

#### **Membership**

The board liaison for this committee is Kathy Marchesseault. The board will appoint the committee chair and co-chair. The committee shall have a minimum of 2 members and a maximum of 5 members. Each member will serve a term of one year. Each committee member must go through the application process for renewal of the committee appointment. The board may fill vacancies on the committee and may remove a member from the committee at any time without cause.

The Policies and Procedures Committee Members commit to meeting at least 6 times per year, and commit to a term of at least one year.

Members must be in good standing, i.e. assessments current, no outstanding CC&R and/or rules non-compliance issues, and current and continuing owners or tenants.

Policies and Procedures Committee Members must review and sign an Ethics Policy and keep personal contact information of other members private and confidential.

The committee is closed to non-members of the committee, and the public.

### **Roles and Responsibilities**

1. Document policies and procedures of LTHA when new structures or functions arise.
2. Review existing policies and procedures and update them to reflect current structures and functions of LTHA as they change.
3. Review, analyze, and revise policies and procedures to ensure conformity with changes in the governing documents of LTHA.
4. Ensure retention of current policies and procedures in their proper place with the LTHA business office.

The committee will report its activities to the board at least six times per year. Current Open Board meetings are held the 3<sup>rd</sup> Tuesday of each month. Please have a report to the Management on or before the second Friday of the month. The Committee may also elect to make a verbal report at the Open Board meeting and present a copy of the report to the Board.

### **Meetings**

A majority of the Policies and Procedures Committee Members shall constitute a quorum. The committee chair will keep a copy of the committee meeting minutes and forward a copy to the Manager. The committee chair may invite any director, officer, staff member, expert or other advisor who isn't a member of the committee to attend, but these individuals have no voting power.

### **Revision**

This charter may be reviewed, communicated, and revised as deemed necessary by the board.