

General Duties and Responsibilities of Elk Meadows Committees Standing or Ad Hoc

Thank you for serving on this committee. Included in this will be the Committee Charter, this set of guidelines and any file pertinent to the running of your committee.

In the History of Elk Meadows we have a very long standing tradition of community members volunteering for committee duties. There has not typically been a formalization of these committees, they have served seasonally, or temporarily as the need arose.

In recent years with the move to become compliant w/ CCIOA and all regulating agencies it has become important for us to formalize all of our committees, whether they are standing or ad hoc. It is important for your committee to adhere to these guidelines in the event conduct or actions are called into question by the Board of Directors or Community Members.

Please read your committee charter. Your committee has specific Duties and Responsibilities unique to each committee. These are spelled out in the Charter.

Meetings. Unless your charter specifies otherwise, your committee can meet as often as necessary in order to conduct the committee business. It is also acceptable to meet “digitally” via email. All email communications are considered Committee Business and are of record and can be used as Minutes. Please conduct your digital business accordingly. In the event you are asked to provide Discussion notes or Minutes these can be requested.

Minutes. In order to provide a concise and precise version of meetings or discussions, written minutes should be taken and a copy turned over to the Board for Records. This includes face to face meetings, telephonic meetings and digital discussions.

Reports. Your charter will indicate the specific need for Reports to the BOD. However, it is good practice to send in your committees written report on any meetings, discussions, projects, and recommendations you are working on 5-7 days prior to each BOD Meeting. The BOD will enter these reports into Records.

Recommendations. Your charter specifies your role, but as with any Recommendations your committee makes, these need to be submitted in writing to the BOD in a timeframe in which the BOD can appropriately discuss and review the recommendation and approve the action or ask for further details without impacting the timing of the project the committee is working on.

Record Keeping. It is very important that your committee keep complete records of your project; (including, but not limited to) receipts, contracts, discussions, recommendations, change orders, plans, specs, reports and results, lists of materials, members or volunteers, letters to the BOD, contractors, suppliers, service providers. These records will be required to be handed over to the BOD upon completion of each project and/or the termination of the committee.

It is good practice to keep records of all meetings, minutes, discussions, project plans and timelines. These records will also be required to be handed over to each new turnover of committee membership or to the BOD upon termination of the Committee or in the event the committee has an interruption in membership. This provides accurate information on major works for taxes/accounting and provides continuity for the flow of committees.

Members Exiting or Entering a committee: In the event committee members wish to join a committee, they must be added to the committee charter. To do this the Chair must contact the BOD about the new committee member. In the event members wish to exit the committee, a written resignation must be turned into the Chair who will forward it to the BOD to update the charter and committee members list to keep it current.