

GENESEE FOUNDATION

GENERAL GUIDELINES FOR ALL COMMITTEES

Approved as Revised - November 30, 2005

Approved as Revised – February 8, 2006

GUIDING PRINCIPLES: Committees are valuable to the Foundation as a means to reach its goals and objectives and to give residents a way to participate. Committees are composed of residents who volunteer their time for a variety of reasons. Motivating factors include the following:

1. Compelling purpose or goal: Interest that drives a person to commit their time and energy.
2. Sense of belonging: Fellowship, camaraderie, mutual interest.
3. Validation: Knowledge that contributions will be considered in the planning and operational process.
4. Structure: Belief that involvement is not isolated, but connected to a process to achieve a community goal.
5. Recognition: Expressed appreciation that involvement has made a difference

PURPOSE: Genesee Foundation committees provide assistance, recommendations, and information to the Board of Directors (BOD). Committees shall act in an advisory capacity to the BOD, unless otherwise provided or at the specific direction of the BOD.

- Top-down (BOD-Committee): Respond to information requested from BOD on specific issues relating to that committee.
- Bottom-up (Committee-BOD): Provide input to BOD on topical issues that might need BOD attention.
- Two-way (Resident-Committee): Forum for resident involvement, input, participation, education, etc. on issues pertaining to Committee focus.

AUTHORITY:

The specific duties of the Committees, their appointment, structure and vested authority are derived from the Documents and/or By-Laws of the Genesee Foundation HOA. Any conflict between these General Guidelines for all Committees and the corporate documents shall be resolved in favor of the Declaration of Covenants, By-Laws, and General Guidelines in that order. Committees are not empowered to financially obligate the Corporation or spend funds **without** the expressed prior approval of the Board of Directors.

CATEGORIES:

1. Declaration Authorized Committees:
 - a. ARC
2. Board Authorized Standing Committees:
 - a. Open Space/Forestry/GEM
 - b. Finance
 - c. Election
 - d. Communications
 - (1) Genescene
 - (2) Website
 - (3) Channel 8

3. Board Authorized Special Committees: The BOD may create special committees to serve a specific purpose or duty deemed necessary by resolution of the BOD. These committees might include:
 - a. Weight room
 - b. New Resident Orientation
 - c. Survey
 - d. Technology

MEMBERSHIP QUALIFICATIONS: The members of each Committee shall be members of the Genesee Foundation HOA in good standing throughout their term of office except with the consent of the Board.

RESPONSIBILITIES:

1. Committee: The specific purview and responsibilities of each Committee shall be defined in their respective individual Committee guidelines as approved by the BOD.
2. Chair: The chairperson of each Committee shall preside over and manage the general affairs of the committee to ensure that the committee fulfills its goals and assignments from the Board and that all members have the opportunity to participate.
3. Members: The responsibility of individual members is to come prepared to listen, offer suggestions, and contribute to the discussion of issues and proposals in an open and professional manner. Persons interested in serving the community through involvement on a Committee shall be given an opportunity to complete a volunteer form outlining their interests and experience.
4. Staff Liaison: If assigned by the General Manager, staff shall confer with the Committee chair to prepare the meeting agenda and provide technical assistance and administrative support as appropriate.

COMPOSITION/BUDGET:

1. Declaration Authorized Committees:
 - a. Leadership: Chair elected for one year term.
 - b. Members:
 - (1) Two community representatives appointed by the BOD for one year terms.
 - (2) Two outside professionals selected and appointed by BOD for one year terms.
 - c. Budget: Negotiated and approved during annual budget process.
2. Board Authorized Standing Committees:
 - a. Leadership: Chair, BOD member appointed for a term of one year.
 - b. Members: Appointed by the BOD following the Committee Chair's submission of a roster of members of the community expressing interest and/or having the expertise required by the committee. Term of appointment is one year, concurrent to term of the Chair, or until member resigns or is removed by the Board.
 - c. Budget: Negotiated and approved during annual budget process.
3. Board Authorized Special Committees:
 - a. Leadership: Chair, appointed by BOD for specific time period reflecting defined purpose and goals / outcomes for that committee.

- b. Membership: Appointed by the Committee chair from members of the community at large expressing interest and/or having the expertise required by the Committee charge. Term of appointment is concurrent to term of the Chair or until member resigns or is removed by the Chair.
- c. Budget: Determined by BOD.

MEETINGS:

1. Schedule shall be determined by the committee chair.
2. Meetings shall be open to the community at large.
3. Minutes of each meeting shall be recorded and filed in the Foundation office.

REPORTING:

1. Declaration Authorized Committees: Quarterly reports to the BOD including a **year-end** summary report.
2. Board Authorized Standing Committees: The Committee chair or vice chair shall present updates at each Board meeting.
3. Board Authorized Special Committees: Quarterly reports to the BOD including year end summary of information, issues, concerns and recommendations.

EMPLOYEES OF THE FOUNDATION: The chair of each Committee shall be authorized to consult with the management staff members involved in the activities of the Committee, but shall not direct the activities of any employee of the Genesee HOA.

SUB-COMMITTEES: Each Committee, with the permission of the BOD, may appoint a sub-committee from among its membership (or community at large) and may delegate to this sub-committee any of its authority, duties, and function.

ETHICS: Members of a Committee are prohibited from contracting with the Foundation or using their committee position for personal or financial gain. Any member of a Committee to the Foundation who could reasonably be expected to benefit in a direct and substantial way from the possible **outcome** of a Committee action under discussion must disclose each time that item is discussed that he/she has such a conflict of interest and abstain from voting on any motion affecting that interest. Discrimination based on race, creed, sex, or national origin is prohibited.

CONFIDENTIALITY: Members of Committees may come in contact with confidential information such as security issues, bids, in the case of the election committee ballots/proxies and personnel issues. This information is to be kept confidential unless its release is specifically authorized by the board. A breach of this duty, to maintain confidentiality, may be grounds for disciplinary action against the offending individual(s); which may include sanctions, dismissal from the Committee or both.