

## **RDTA Committee Policy Guidelines**

One source of strength of the Rancho Dominguez Townhome Association lies in the active involvement and participation of its residents on Association committees. The Association's Board values the time, effort, and many contributions of all volunteers. The Board could not perform its duties nearly as well without the active support and work of the committees consisting of volunteers. To avoid any confusion about the role of committees, to clarify the relationship between committees and the Board, and to ensure committees and the Board work together harmoniously to preserve and to improve the RDTA community, the Board enacts the following guidelines, effective October 27, 2009 (revised November 19, 2014).

### **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 to the Board information on which action and decisions may be based.

### **COMMITTEE STRUCTURE**

Generally, a committee should consist of at least three, but no more than nine members (but can function with two members, if needed). The Board will appoint one of its members to be a Liaison to each committee. A member of the Board may chair a committee. Committees may be formed, re-organized or disbanded at the discretion of the Board of Directors. The President of the Board will appoint a Chair for each committee, with the endorsement of the Board. If no Chair is available, the Board Liaison to that committee will fill in as acting Chair. The Chair of each committee will be the spokesperson for that committee. Membership in committee's shall be limited to owners or tenants in good standing, as defined in the Association's governing documents.

### **COMMITTEES IN RELATION TO THE BOARD OF DIRECTORS**

Only the Board may enact and implement policies, rules and guidelines for the Association, or assume obligations on the Association's behalf, in accordance with and except as otherwise provided in the Association's governing documents. The function of Board appointed committees, except as specifically stated in the governing documents concerning the Architectural Review Committee and Nominating Committee, is to evaluate issues, conduct background work, and to make recommendations to the Board from time to time concerning those matters delegated by the Board to the specific committee.

Generally, committees should be given specific tasks at a Board meeting so recordation and follow up can be accomplished in a timely manner. Each committee will have a "job description" or committee "charge" that will describe the duties and expectations for committee activity. If a committee begins to investigate an issue without specific direction from the Board, the committee must inform the Board of the committee action at the next Board meeting and must request authority from the Board to continue the investigation activity. Under no circumstances will a Committee Chair or committee member speak on behalf of the Board.

It is very important for the Committee to bring to the Board conclusions and recommendations in a timely manner. Data, though very important, cannot stand-alone and must be supported by recommendations. This is essential for the Board to make decisions in a timely manner and essential to the overall effective management of the association.

### **COMMITTEE MEETINGS**

Committees will meet once per month or when appropriate to their assignment. The meeting should take place at the time, place and discretion of the Committee and should include the Board Liaison (but committee may meet if the Board liaison is unable to be at the meeting). Unless the Association has provided for the onsite liaison person to take the minutes, the committee shall designate a person on the Committee to take notes or minutes, which will be given to the Board and management for appropriate recordation and/or filing.

### **COMMITTEES IN RELATION TO VENDORS**

Unless otherwise directed by the Board or Authorized Board Liaison, Committees, their Chairs or any member thereof shall not give direction, including the asking for bids, reports, or any such item, to any vendor who is contracted to the association. All requests for vendor action must be done via the Property Management Company.

### **COMMITTEES IN RELATION TO MANAGEMENT**

Unless otherwise charged by the Board, Committees, their Chairs or any member thereof shall not, at any time, give direction to management, including clerical and/or staff members, without the approval of the President or Authorized Board Liaison. Committees other than Architectural and Landscape Committee's, shall gather and correlate their own information and prepare their reports, including the typing of those reports, unless other arrangements are made in advance and approved by the Board and management. Committees shall inform management of all deliveries, funds expended in expectation of reimbursement or funds required for authorized purchases in time for management to make arrangements for such.

Committees shall, when preparing a written Committee Report or Minutes, ensure that management receives report no later than six working days prior to the upcoming Board Meeting. All committee actions, done under the direction of the Board or in accordance with the committee job description, will be reported to the Board. All expenditures of funds must be authorized by the Board and accomplished through the Property Management Company office.

### **COMMITTEES AT THE BOARD MEETINGS**

Generally, each Board meeting agenda will have a place for receipt of committee reports or minutes. Committee Chairs are not required to be at the Board meeting. If a committee has an issue or request which requires Board action, the committee Chair or representative may appear before the Board under the committee report agenda item to make the request, on a monthly (or as is appropriate) basis unless they have asked not to be included.

### **POSSIBLE CONFLICTS OF INTEREST**

To eliminate the possibility for conflicts of interest, family members or live in partners of Board Members will not be eligible for consideration to serve on any committee.

### **CONCLUSION**

Although these Guidelines may seem cumbersome, please remember the ultimate goal is to facilitate the smooth operation of the Association. Timely preparation of reports with all information pertinent to the subject allows the Board of Directors to make well-informed decisions, which in turn can be recorded and implemented in an efficient, professional manner.

RDTA Committee Policy  
Approved November 19, 2014