

NEW HORIZONS SOUTH BAY ASSOCIATION
22727 MAPLE AVE., TORRANCE, CA. 90505
(310)325-3080 FAX (310-325-8926

-CHARTER

CIVIC AFFAIRS

PURPOSE

Represent and *inform* (advise) New Horizons residents on matters of interest, actions and events affecting the New Horizons Association relative to community and civic affairs.

ORGANIZATION:

The committee is comprised of volunteer representatives of the condominium. The Chairman is an elected member of the Board of Governors assisted by: Deputy-Chairman Secretary Newsletter correspondent (optional)

RESPONSIBILITY:

Committee Chairman

1. Reviews established "Charter for Committee Chairman" and proceeds accordingly.
2. Reviews current committee membership and obtains new members as required.
3. Presides at all Committee meetings and represents the Committee at the Board of Governors meetings.
4. Attends or appoints Committee member(s) to attend, as appropriate, meetings of the City: Council, planning Commission, Budget Committee & Traffic Committee.
5. Appoints Committee member(s) to represent New Horizons on special community and civic committees where decisions or actions may affect New Horizons i.e., Airport committee, Council of Homeowners Association of Torrance (CHAT), etc.
6. *Maintains Civic Affairs section of New Horizons bulletin board with city-sponsored events of interest to New Horizons residents.*

Deputy-Chairman

Acts for the Chairman in his absence. Deputy-Chairman may perform all functions for the Chairman except make a motion or vote on matters being considered by the Board of Governors.

Secretary

Takes and prepares the minutes of the meetings. Minutes are submitted to the Committee Chairman for review and use in preparing monthly reports to the Board of Governors. Such reports should include pertinent CHAT and City agenda items, proposed actions, recommendations, etc. having a direct effect on New Horizons.

Newsletter Correspondent

Reports Committee actions, events or information for New Horizons Newsletter.

Committee members

Are responsible for attending committee meetings and assisting the Chairman in accomplishing the objectives and responsibilities of the Committee.

Principal Functions:

1. Reviews and evaluates proposed or continuation of civic actions and their effect on New Horizons .
2. Determines what civic actions and events may affect New Horizons.
3. Keeps Board of Governors advised on problems and sensitive areas, and recommends courses of action in concert with the Board of Governors.
4. ***Maintains a non-partisan position on all issues unless specifically directed otherwise by the Board of Directors of New Horizons.***
5. Informs and advises New Horizons residents of such actions and events and, as appropriate, solicits aid in pursuit of most advantageous conclusion, in the best interest of New Horizons.
6. Maintains Committee representation on the Council of Homeowners Association of Torrance (CHAT).
7. Obtains City Council Agenda each week from the Torrance Police headquarters. After reviewing the agenda, the Chairman or an appointed member should attend any council meeting to address an item pertinent to New Horizons.

It is mandatory that all Funded Committees clear with the Budget Committee, and the Board of Governors, any transfer of budgeted funds to non-budgeted use, as well as the disposal or transfer of Association funds or equipment.

□