

NEW HORIZONS SOUTH BAY ASSOCIATION

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CHARTER COMMITTEE CHAIRMEN

PURPOSE:

To establish the requirements & provide a uniform method of operation for Committee Chairmen.

ORGANIZATION:

Committee Chairmen are elected members of the Board of Governors and represent specific organization elements of the Board of Governors.

RESPONSIBILITY:

1. *Initial Responsibility Upon appointment as Committee Chairmen:*

- a. Obtain badge & Boardroom key from Board office.
- b. Obtain copy of Committee Charter from the past Chairman of the Committee.
- c. Acquire or affirm Committee members and appoint/elect:
 - Deputy-Chairman
 - Secretary
 - Newsletter correspondent
- d. Submit roster of committee membership to Association Office Mgr.
- e. Establish monthly Committee meeting date & time.
- f. Confer with past Chairman of the Committee and become familiar with current activities to provide for an orderly turnover of responsibilities.
- g. Become familiar with the rules and procedures for conducting a meeting and how to present or amend a motion, etc.
- h. Become familiar with the responsibilities and functions of your committee.
- I. Make use of all available experience.
- j. Review, as applicable, Committee's inventory records to assure accountability of Condo material & equipment for which your committee is responsible

2. *Ongoing Responsibilities*

- a. Maintain inventory records of all Association material & equipment for which the committee has jurisdictional responsibility.
- b. Recommend amendments to your Committee Charter when such would be desirable.
- c. Prepare Reports.
Prepares & submits Committee Monthly Reports to the Board of Governors.
Committee monthly reports are prepared & submitted whether or not a Committee meeting is held.
Submits the monthly report of the form provided by the Association office manager
- d. Motions
Motions are prepared in writing on forms furnished by the office & must:
 - i. be prepared in simple, clear, concise language
 - ii. deal with only one subject
 - iii. be discussed & voted on by the Committee. Vote to be noted on form
 - iv. be submitted to the E & R Committee, preferably, at least 72 hours prior to the E & R Committee meeting.
When appropriate, approval of other committees e.g. Architectural, Recreational Council, etc., should be obtained prior to presentation to the E & R Committee.

e. Absences

- i. Committee Chairman provides prior written notification to the Condo office when he expects to be absent from New Horizons for 48 hours or more.
- ii. Committee Chairman notifies the Chairman of the Board of Governors when he expects to be absent from a regular or special Board meeting
- iii. A Deputy Chairman acting for an absent Chairman may present Committee Report at Board of Governors meeting. However, if he is not a Board Member, he may not present or vote on a motion. Motions may be presented only by a Board Member.

3. **Duties as Outgoing Chairman**

- a. Committee Chairman assures that all New Horizons owned property & equipment under his jurisdiction is accounted for and transferred to the new Chairman, or, as applicable, turned over to the New Horizon office.
- b. Return the following items to the New Horizons office:
 - Guidelines Portfolio
 - Board member badge
 - Keys
 - Book on parliamentary procedures (if applicable)
- c. Prepare a memorandum concerning the following items to aid in the transition of the work of the Committee as a suggestion or guide to the incoming Chairman:
 - i. Unfinished Business
 - ii. Recommendations
 - iii. Suggested Changes
 - iv. Schedule of future items to be considered or planned
 - v. Changes of the existing guidelines to be considered
 - vi. Additions to existing guidelines to be considered

(As Amended 5/1993 per Chairman Jim Pierson)

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.