

NEW HORIZONS SOUTH BAY ASSOCIATION

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CHARTER

VICE-CHAIRMAN - BOARD OF GOVERNORS

PURPOSE

1. Acts as Chairman of the Board of Governors in his absence.
2. Serves as Chairman of the Executive & Rules Committee, and the Personnel Committee.
3. Monitors proposed motions/actions being submitted for Board of Governors consideration.
4. Reviews proposed actions/motions to assure propriety and legality in all respects.
5. Provide advice and overall coordination on employee personnel matters.
6. Establish guidelines and regulations for employees of the Board of Governors.
7. Implement and manage accident prevention and safety programs.

I. ORGANIZATION E & R COMMITTEE

1. Vice-Chairman: an elected member of the board of Governors.
2. Deputy Chairman.
3. Secretary.
4. Committee members.

RESPONSIBILITY

Chairman

1. Reviews "Charter for Committee Chairmen."
2. Presides at all meetings.
3. Represents his committee at the Board Of Governors meetings.
4. Appoints members to fill vacancies to the E&R Committee.

Deputy Chairman.

1. Acts for Chairman of E&R committee in his absence.
2. When acting for Chairman, may perform all of the duties of the Chairman *except* present a motion or vote on matters acted upon by the Board.

Secretary.

1. Takes and prepares minutes of committee meetings, and submits them to the Committee Chairman for review and use in preparing monthly reports to the Board of Governors and publication in the newsletter.

Committee Members.

1. Attend meetings of the committee.
2. Assist Chairman in accomplishment of the committee functions, objectives and responsibilities.

FUNCTIONS:

1. Expedite motions initiated by individuals, clubs or committees.
2. Insure that motions are clear and concise, and eliminate ambiguities..
3. Present actions/motions to the Board of Governors for consideration.

4. Offer counsel and assistance to individuals, clubs and committees pertaining to the drafting of the motions.
5. The committee may present recommendations to the Board regarding such motions, but the committee does not have an approval or disapproval function. It may not delay or table motions by omitting them from the board agenda.
6. Except in emergency situations, the Board shall take final action only upon motions on the established agenda. Any measure to waive such requirements on grounds of emergency shall require a (2/3) two thirds vote of board members present at a duly constituted board meeting held when a quorum is present.

OTHER FUNCTIONS

1. Assist the Board of Governors to seek and recruit qualified individual to volunteer as candidates for the Board of Governors.
2. Establish deadline for filing as candidates for election to the Board.
3. Assure that elections are conducted in accordance with the by-laws and E&R determinations.
4. Review referenda for propriety and adequacy.
5. Assure that the Association office personnel maintain records of current and past actions and determinations

II. ORGANIZATION OF PERSONNEL COMMITTEE

Chairman. The elected chairman of the Executive and Rules Committee.

Vice Chairman.

Safety Manager.

Secretary.

Committee members:

Chairmen of the following Board of Governors committees

Building and Pools

Architectural

Club Houses

Grounds Maintenance

Board Secretary

Insurance.

Legal Adviser.

Toxic Chemical Coordinator.

RESPONSIBILITY

COMMITTEE CHAIRMAN.

1. Presides at committee meetings.
2. Represents committee at Board of Governors meeting.
3. Appoints member to fill vacancies.
4. Consults with committee members on employee related matters.
5. Arbitrates regarding matters of employee usage.

Vice Chairman.

1. Acts for chairman in his absence.
2. When acting for chairman, may perform all of the duties of the chairman except present a motion or vote on matters acted upon by the board.
3. Conducts Research and Quality Control tasks as needed.
4. Receives periodic reports from committee members regarding employee working conditions and needs.
5. Recommends proposals requiring approval by the committee chairman or Board of Governors.