



## **Committee Chairperson Informational Guide**

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## **Foreword**

This guide was prepared as a reference tool for chairpersons of committees in the Spring Valley Lake Association (SVLA). Its intent is to better prepare chairpersons in the organizational and procedural aspects of managing their respective committees. Committees play an integral role in how the Board of Directors make decisions that will impact the future of Spring Valley Lake. It is very important committee chairpersons understand and be prepared for that role. This guide is to be used in conjunction with the SVLA General Committee Guidelines and Procedures. All information in this guide has been reviewed and approved by the Board of Directors.

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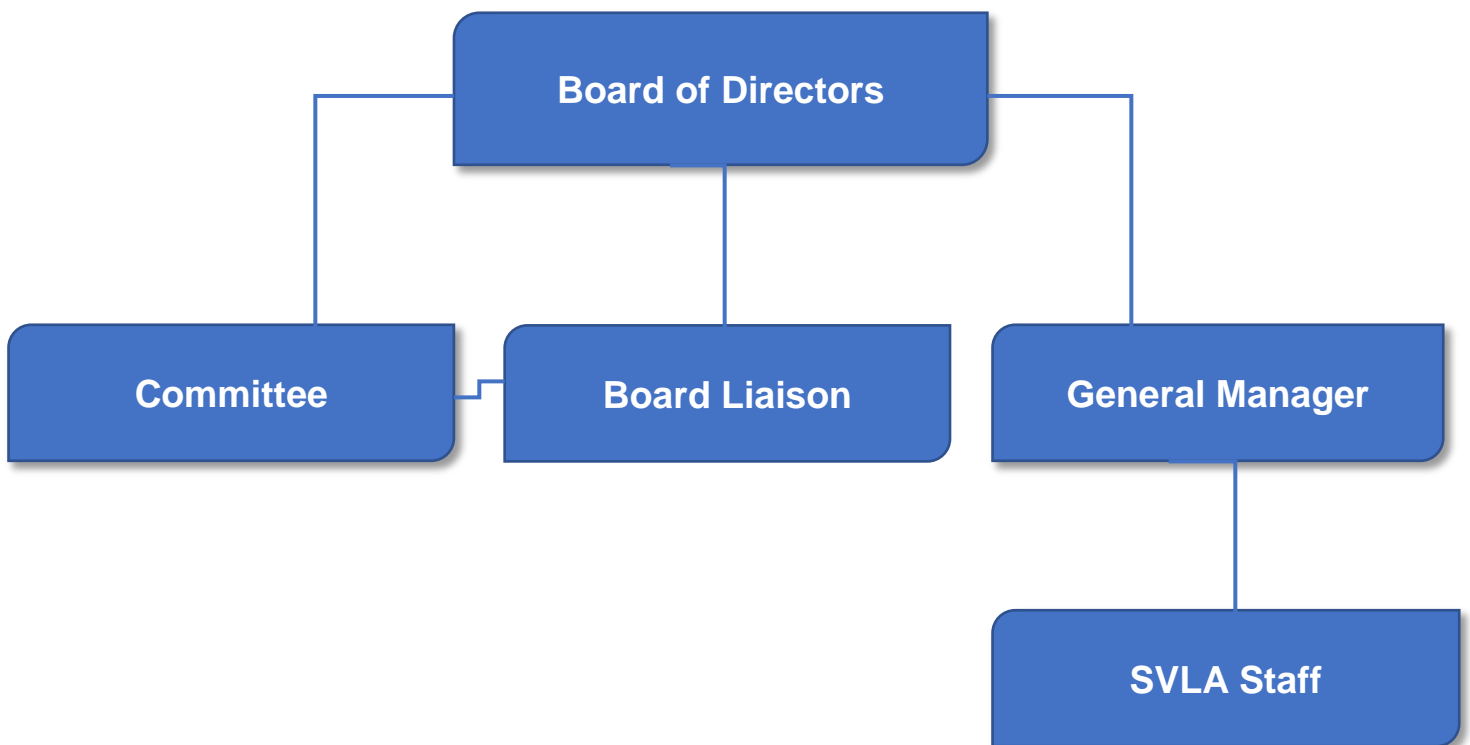
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## A. Committee Requirements

Committees are required to have the following:

1. Committee Chairperson
2. Committee Vice Chair (in the event chairperson misses a meeting)
3. Committee Secretary
4. Monthly minutes submitted timely to the Director of Admin/HR

## B. Committee Flow Chart



### **C. Chairperson Responsibilities**

1. Appoint a secretary who will create, maintain and distribute committee agendas as well as record, maintain and publish to the Director of Admin/HR the minutes of the committee meetings.
2. Appoint a vice-chair to act in the chairperson's absence.
3. Preside over, conduct, schedule and advise of date, time and place of all committee meetings.
4. Together with the recording secretary arrange for meeting areas and prepare agenda for the meetings.
5. Transmit written committee recommendations, requests, or other matters to the Board of Directors via Committee Action Item Requests (CAIR).
6. Maintain decorum of the meetings. Be sure to keep committee members on task while following the prepared agenda.
7. Ensure a committee member (familiar with committee business) is present at monthly open Board meetings to give committee report.

### **D. Secretary Responsibilities**

1. Record and maintain the meetings of the meetings (see sample minutes).
2. Together with chairperson complete and distribute committee agendas.
3. Forward completed minutes to chairperson for review.
4. Provide copies of previous meeting minutes to committee members at the next meeting for approval.
5. Once minutes are approved forward to Director of Admin/HR.

## **E. Process for Selecting Committee Chairperson**

1. At the first meeting of the new committee year (June) the Board Liaison will discuss and provide a Chairperson Information Packet to anyone interested in becoming a chairperson. The Board Liaison will then ask for nominations. Only those present at the meeting may be nominated.
2. The Board Liaison will call for a vote of the members for each person nominated.
3. Once a chairperson has been selected the meeting will resume under their leadership.
4. If the Board Liaison is unable to attend the first committee meeting select a member to conduct the nominating and voting process.
5. Chairpersons can be selected at any time during the committee year. If a chairperson must step down or is recalled by majority vote of the committee members, the Board Liaison or recording secretary will hold nominations and a vote for a new chairperson.

## **F. Process for Selecting Voting and Alternate Members**

1. The chairperson will appoint the voting members of the committee. Each committee shall have no more than 7 voting members (3 for Architectural).
2. Once voting members are established, and there are more members than the requisite number (7 voting members / 3 for Architectural) the chairperson may appoint alternate voting members to vote by proxy if a voting member is absent.

## **G. Process for Selecting New Members**

1. During the committee year new members shall submit a committee application through the association office.
2. The association office will inform the chairperson of the new applicant.

3. The applicant is required to attend a regular committee meeting to introduce themselves to the chairperson and committee members **prior to** their application being sent to the Board for approval.
  - i. *For citation committee; applicant will be introduced to chairperson and committee members. Applicant will be allowed a brief statement to committee, and committee members may ask questions of the applicant. The applicant will be excused from the meeting **prior to** committee's regular meeting (due to confidentiality).*
4. The committee should consider the applicant's membership and make a recommendation to the Board via the committee's Board Liaison (without the applicant present).
5. Once the Board Liaison has the recommendation the application will be reviewed by the Board of Directors for approval.

#### **H. Sample Agenda**

**(Attached)**

#### **I. Sample Minutes**

**(Attached)**

Approved by the SVLA Board of Directors 22 May 2018.



Name of Committee COMMITTEE AGENDA  
Month date, year time  
Community Building Room (place of meeting)  
Address

**Notice of meeting: The xxxxxxxxx Committee Meeting of the Spring Valley Lake Association is scheduled for the 2<sup>nd</sup> Tuesday of Month, date, year at 6:00 PM at the Community Building , 12975 Rolling Ridge Drive, Spring Valley Lake, CA 92395**

COMMITTEE MEMBERS	_____ ____ (List Names) _____ _____ _____
STAFF	_____
BOARD LIAISON	_____
OTHERS	

1. CALL TO ORDER

Roll Call

2. SECRETARY'S REPORT

Approval of minutes

3. DISCUSSION AND ACTION ITEMS

A.

B.

C.

4. NEXT MEETING DATE

5. ADJOURN





XXXXXXXXXXXX COMMITTEE MINUTES  
Month date, year time  
Community Building Room (place of meeting)  
Address

COMMITTEE MEMBERS	<input checked="" type="checkbox"/> Darvon Smith ____ (List Names) ____ ____ ____
STAFF	____
BOARD LIAISON	____
OTHERS	

1. CALL TO ORDER

The meeting was called to order by Smith at 6:00 PM

Roll call was taken and recorded

2. SECRETARY'S REPORT

Approval of minutes

Motion by xxxxxxxx, seconded by xxxxxxxx to approve the meeting minutes of the (date of meeting) as submitted. Motion passed # - #.

3. DISCUSSION AND ACTION ITEMS

A. (Item for discussion)

(Action or motion taken on item)

B. (Item for discussion)

(Action or motion taken on item)

C.



4. NEXT MEETING DATE

5. ADJOURN

(Time meeting is adjourned)

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Darvon Smith, Recording Secretary

## Advisory Committee Voting Form

**Voting Members (Vote for no more than 7)**

**Alternate Members (Vote for no more than 3)**

**Circle One**

\_\_\_\_\_ **Voting/Alternate**

\_\_\_\_\_ **Voting/Alternate**

\_\_\_\_\_ **Voting/Alternate**

\_\_\_\_\_ **Voting/Alternate**

\_\_\_\_\_ **Voting/Alternate**

\_\_\_\_\_ **Voting/Alternate**

\_\_\_\_\_ **Voting/Alternate**

\_\_\_\_\_ **Voting/Alternate**

\_\_\_\_\_ **Voting/Alternate**

\_\_\_\_\_ **Voting/Alternate**

**Advisory Committee Voting Form**

**Voting Members (Vote for no more than 7)**

**Alternate Members (Vote for no more than 3)**

**Circle One**

\_\_\_\_\_ **Voting/Alternate**

\_\_\_\_\_ **Voting/Alternate**

\_\_\_\_\_ **Voting/Alternate**

\_\_\_\_\_ **Voting/Alternate**

\_\_\_\_\_ **Voting/Alternate**

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\_\_\_\_\_ **Voting/Alternate**

\_\_\_\_\_ **Voting/Alternate**