

MBCA II COMMITTEE GUIDELINES

One source of strength of MILOLII BEACH CLUB ASSOCIATION lies in the active involvement and participation of its members on Association committees. The Association's Board values the time, effort, and many contributions of all volunteers. The active volunteer support and work of the committees is a welcomed addition to the Board and subdivision. 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 Milolii Beach Lot community, the Board enacts the following guidelines.

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, decisions and vote may be based.

COMMITTEE STRUCTURE

Generally, a committee will consist of at least three, but no more than nine members. The Board will appoint two (2) Board Members to be on 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 Board will appoint a Chair for each committee. The Chair of each committee will be the spokesperson to the Board for that committee.

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 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. Although careful consideration shall be given to the Committee's recommendations, all decisions are ultimately voted on and made by the Board, not the Committee. A Committee member may not agree with the Board's final decision but should be willing to buy into and accept the democratic process.

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. Prior to investigating an issue, the members of the Committee will meet and vote as to a plan of action and then request direction and authority from the Board. Under no circumstances will a Committee Chair or committee member speak on behalf of the Board or portray themselves as a member 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 a month or when appropriate to their assignment. The meeting should take place at the time, place and discretion of the Committee. A designated person on the Committee will take notes or minutes, which will be approved by the Committee and given to Association Manager for appropriate recordation and/or filing.

COMMITTEES IN RELATION TO VENDORS

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 manager.

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 Association manager, including clerical and/or staff members, without the approval of the Board. Committees 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 Association manager. Committees shall inform and obtain approval from the Board and/or Association of all deliveries, funds expended in expectation of reimbursement or funds required for authorized purchases in time for Association Manager to make arrangements for such.

Committees shall, when preparing a written Committee Report, ensure that Association manager receives report no later than six working days prior to the upcoming Board Meeting. Committees will give all meeting information and reports to the Association manager for distribution to the Board and for inclusion in the newsletter, website, or other communication media, as necessary. All committee actions, done under the direction of the Board or in accordance with the committee job description, will be reported to the Association manager. All expenditures of funds must be authorized by the Board and accomplished through the Association manager.

COMMITTEES AT THE BOARD MEETINGS

Generally, each Board meeting agenda will have a place for receipt of committee reports. 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.

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.