



## **Committees Policy**

### **Requirements for MOA Standing and Ad-Hoc Committees**

The ultimate responsibility of all "Michaywé sponsored activities or efforts" rests with the Board of Directors but the Association's daily operational efforts shall be supported, administered, and monitored by the General Manager. A very important support structure of the Michaywe Owners Association is the use of volunteer committees which perform many tasks during the course of the year. This document describes the basic conditions for each committee's operation.

1. The purpose for each committee must be clearly stated. Committee may be permanently established or exist for a specific time-limited purpose.
2. Each committee shall keep records of their actions and report to the General Manager.
3. Each committee may consist of:
  - a. Chairperson
  - b. Specified number of Members
  - c. Appropriate Staff Members
  - d. Sub-committees when appropriate
4. Members of the committees shall represent the collective interests of the Association.
5. Chairperson and voting committee Members must be MOA Members in good standing.
6. Committee chairperson shall be appointed by the General Manger or the Board and approved by the Board
7. Committee members may be nominated and recruited by the Chairperson, or be self-nominated subject to the General Manager or Board approval. The Board however shall approve all members.
8. Each committee shall be encouraged to have members with varying views and interests
9. Potential conflicts of interest must be disclosed and avoided if possible.
10. The General Manager shall maintain a list of all active committees and the chairperson of that committee.



## Requirements for MOA Board Committees

This document describes the basic conditions for any Board Committee operation.

1. The purpose for each committee must be clearly stated. Committees may be permanently established or exist for a specific time-limited purpose.
2. An Audit Committee and a Personnel Committee shall be Committees of the Board.
3. Each committee shall keep records of their actions and report to the Board President.
4. Each committee may consist of:
  - a. Chairperson
  - b. Specified number of Members including at least one Board member.
  - c. Appropriate Staff Members
  - d. Sub-committees when appropriate
5. Members of the committees shall represent the collective interests of the Association.
6. Chairperson and voting committee Members must be MOA Members in good standing.
7. Committee chairperson shall be appointed and approved by the Board
8. Committee members may be nominated and recruited by the Chairperson, or be self-nominated subject to the Board approval. The Board however shall approve all members.
9. Each committee shall be encouraged to have members with varying views and interests
10. Potential conflicts of interest must be disclosed and avoided if possible.
11. The General Manager shall maintain a list of all active committees and the chairperson of that committee.

This document supersedes any prior Policy, Resolution, or Board action concerning the subject matter contained herein unless specified otherwise.

### **Revision Log:**

- This policy was updated at the Sep. 21, 2013 Board meeting. The changes placed Operational control of all but two committees back to the General Manager and the Board Liaison position was removed.

This policy was passed by the MOA Board of Directors at their regular meeting on September 21, 2013 at which a quorum is present.