

## Quivira Falls Community Association

### Committee Guidelines

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#### 1. SIZE, TERM

- 1.1. The Board may create such Committees with such duties as it deems advisable.
- 1.2. Committees shall consist of at least three members, but there is no size limit.
- 1.3. There is no term limit on Committee Chairs or Members.
- 1.4. Committee Members do not need formal appointment.
- 1.5. Members are discouraged from serving on more than two committees.

#### 2. MEMBERS, DUTIES

- 2.1. A list of Committee Chairs, Co-chairs, and Members will be posted on the Bulletin Board and published in the newsletter.
- 2.2. A brief statement of committee purpose and duties will be established by the Committee Chair, President, and ratified by the Board and posted with the list of members.

#### 3. COMMITTEE CHAIRS

- 3.1. Committee Chairs shall be appointed by the President and ratified at each July's organizational meeting of the Board of Directors.
- 3.2. Insofar as possible, Committee Chairs shall be Board Members and may only serve as the Chair of one committee.
- 3.3. The term of Committee Chairs is one year or, if appointed in mid-year, until the following year's organizational meeting or they resign or are replaced by Board Action.
- 3.4. Committees should have Co-chairs who need not be Board Members.
- 3.5. Committee Chairs are responsible to maintain a list of Committee Members; keep the Board and Members advised of membership changes; maintain a notebook to assist future Chairs; and make written reports to the Board of actions taken, pre-authorized funds spent, and future plans.

#### 4. FINANCIAL LIMITATIONS

- 4.1. Committees may not maintain separate bank accounts.
- 4.2. Committees may not spend funds without prior Board approval, which however, may be general (e.g. 'May spend up to \$150 on a member picnic.')

#### 5. EXCEPTIONS

- 5.1. The Executive Committee, which is established by the By-laws.
- 5.2. The Architectural Control Committee, the duties of which are covered in the governing documents. Its Members must be confirmed by the Board.

#### 6. INITIAL RATIFICATION

QFCA Members serving as Committee Chairs when this Resolution is adopted are hereby ratified.