

Guidelines for All Committees and Committee Members

1. Committee members will be appointed by the Board of Directors and serve for terms at the discretion of the Board. The Board will also designate the Committee Chair and the maximum number of committee members, with exception of the Architectural Review Committee. The Board will provide direction for projects/actions that each Committee will focus on with the expectation that they will be completed.
2. The SBCA Board President is a voting Ex Officio member of all committees with exception of the Architectural Review Committee and the General Manager is a non-voting Ex Officio member of all committees.
3. Committees meet monthly. Current schedule below:
 - a. Facilities - Tuesday preceding the SBCA Board meeting at 9:30 am
 - b. Finance - Tuesday preceding the SBCA Board meeting at 1 pm
 - c. Architectural Review— 3rd Friday of the month at 9:30 am
 - d. Communications Two Mondays preceding the SBCA Board meeting at 9:30 am
 - e. Health & Fitness – First Thursday of the month at 9:30am.
 - f. Woodshop - As needed.
 - g. Activities - Monday preceding the SBCA Board meeting, at 1pm.
 - h. HR - As needed.

Committee members are expected to attend scheduled committee meetings. If a member must miss a meeting, they should notify the Chair. If members find that they must miss more than 3 meetings they should consider resigning so that another member can be appointed.

4. The Committee Chair or their designee are expected to attend the regularly scheduled meetings of Board of Directors meeting to present the key activities of the committee and to receive direction from the board.
5. Committee members are prohibited from obligating the association to anything without prior Board approval, whether a written or an informal oral contract or the expenditure of funds, without prior approval from the Board. If purchases are made without prior Board approval, there will be no right to reimbursement.
6. Committee meeting agendas should be completed using the attached template. The meeting agenda, along with any other meeting information, should be given to the committee members at least 3 days prior to the meeting date whenever feasible. The agenda should also be sent to the Bay Club GM to be posted on the website.

7. Committee meeting minutes should be completed using the attached template and sent to the Committee members for review as soon as possible. The minutes should be sent to the Bay Club GM to be posted on the website promptly after committee distribution. Minutes are initially posted as “Draft” and after subsequent approval by the Committee the draft minutes are replaced with “Approved” minutes. One year of meeting minutes (January — December) will be posted on the SBCA website. Older minutes will be archived and accessible on the Member Computer located in the Business Center.

8. Committee Reports to the Board at the regular monthly meeting of the SBCA Board should be comprised of the following: date Committee met and any action items for the Board’s consideration in the form of a statement or motion. The Committee’s Report of the Board is not intended to be a summary of all that is contained within the Committee’s meeting minutes.

Approved, **SBCA** Board of Directors:

FEBRUARY 10, 2022, at SBCA BOD meeting.

AGENDA | MEETING MINUTES - TEMPLATES

SOUTH BAY COMMUNITY ASSOCIATION
.[committee] MEETING
Date, Time

AGENDA

1. Call to Order
2. Determination of Quorum
3. Approval of Agenda
4. Approval of _____ meeting minutes
5. Old Business
 - a.
6. New Business
 - a.
7. Adjourn

Next Meeting: _____

SOUTH BAY COMMUNITY ASSOCIATION

[committee] MEETING

Date, Time

DRAFT MINUTES UNAPPROVED

1. Call to Order
2. Determination of Quorum
3. Approval of Agenda
4. Approval of meeting minutes _____
5. Old Business
6. New Business
7. Adjourn

. Next Committee Meeting: _____