

2020-21 Committee Chairperson Guidelines

It is the Waterford Association Inc.'s (Association) board's duty to appoint committee chairs who possess the necessary skills to complete the job assigned to them. These skills include, but are not limited to:

- Professionalism
- Moral/ethical fortitude
- Communication skills
- Open-mindedness
- Willingness to work towards objectives set forth by the board
- Willingness to work for the benefit of the membership as a whole

Once a candidate is chosen and is deemed to possess the necessary skills and qualities, they will be expected to operate within the rules set forth in this document. They will also be allowed, and expected, to work with some level of autonomy and to make the committee “their own” while following the bylaws, Code of Conduct, and the directives set forth to them by the Board. Each committee will be assigned a “board liaison” who may participate in the committee and will serve as the primary contact on the board to ensure efficient communication. The Board may update these guidelines annually or as needed.

Expectations of All Committee Chair People

Membership Involvement – The committee chair will strive to include a cross section of the membership on their committee in order to ensure that a variety of ideas and viewpoints are brought forward. While the committee chairpersons are given the sole authority to select the individual volunteers required for their committee to function effectively, they should keep in mind that we are a primarily volunteer organization and having more member involvement is generally better than less.

Communication – The committee chair will strive to efficiently communicate with all committee members and encourage participation. If and when tasks need to be delegated, the chairperson(s) will clearly lay out expectations in regards to tasks, deliverables, and deadlines. They will set agendas and assign someone to take minutes to accurately document discussions. When appropriate, the committee chairperson will update the board on the progress of their committee in working towards their specific board directives. This can be accomplished through their board liaison at any time, or by attending regularly scheduled board meetings.

Financial – If the committee in question is responsible for a portion of the Association's budget, the committee chairperson is responsible for seeing that Waterford Association Inc.'s Financial Control Policy is followed. This includes adhering purchasing limits, board approvals and budgets for individual budgeted items. Additionally, the committee chairperson will regularly submit expense reports in the format requested by the Treasurer.

Integrity – The committee chair will be expected to put personal feelings and biases aside and remain open minded while conducting committee business. They will remember that they are serving the best interests of the entire membership and put those interests above their own personal interests.

2020-21 Committee Directives

Updated: 2/7/2021

Membership Committee

Chairperson: Carolyn Hartsfield; Board Liaison: Heather Toyen

Directives:

- Initial focus on welcoming recent new members to introduce to the beach and provide opportunities to meet people (2015-present)
- Document current process for verifying membership eligibility for new membership applications
- Document process for verifying/confirming current memberships
- When/if Waitlist re-opens, manage this process
- Maintain New Membership Waitlist in conjunction with Financial Secretary

Entertainment Committee

Chairpersons: Jen Lord, Nikki Tarbell, Leah Hansen; Board Liaison: Jen Godin

Directives:

- Set annual calendar of events & activities for 2021
- Estimate budget for each event (cost to Association, member “co-pay”, need for pre-registration); submitted for Board approval
- Regular report to Treasurer/Liaison about income from events or promotions
- No cash is to be handled at events; “suggested donation” is OK for some events
- Follow all COVID restrictions

Maintenance & Improvement Committee

Chairpersons: Frank Ribas, Katheryn Graves; Board Liaison: Jon King

Directives:

- Foster membership involvement through a variety of volunteer opportunities
- Prepare and present costs for ongoing/annual maintenance items
- Prepare and present proposals for capital improvements (2021: parking lot gate)
- Develop a long term plan which identifies potential improvements, maintenance items and capital projects

Finance Committee

Chairperson: David Lewis (reporting directly to Board)

Directives:

- Prepare budget containing sufficient line item detail to be approved by Board of Directors on or before March 1st (Board must approve by the third Saturday in March)
- Deadlines/Milestone (Estimated) Dates:
 - 1/31 - Mailing of 1099 Forms
 - 2/5/21 - Committee Budgets & Payroll Summary Due
 - 2/6/21 - Draft budget emailed to Board for comment
 - 2/7/21 - Board Meeting Discussion of Budget Assumptions
 - 2/13/21 - Board comments on budget due
 - 2/15/21 - 2nd Draft of budget emailed to Board
 - 2/21/21 - Proposed Special Board Meeting to vote to approve FY2021 Budget
 - 3/1/21 - Treasurer emails approved FY2021 Budget to Membership
 - 3/7/21 - Budget Informational Session #1 (Sunday @ 11am-12pm)
 - 3/13/21 - Budget Informational Session #2 (Saturday @ 11am-12pm)
 - 3/20/21 - Last date to email FY2021 Budget changes to members
 - 4/13/21 - Deadline for President to notice Special Membership Meeting for Annual Budget Approval (Proposed time: 9am)
 - 4/24/21 - Special Membership Meeting - Vote to approve annual budget
- Develop an FAQ document of common questions to be available for distribution

Special: Bylaws

Chairpersons: Sarah King, Susan Benzyk (reporting directly to Board)

Directives:

- Eliminate immediate risk from bylaws surrounding Membership (necessary omissions); approved by Board
- Work on and address the classification of membership; Do not create any additional inconsistencies.
- Create summary of past proposed bylaws changes and result to be provided to membership to add context
- Create a “roadmap” of recommended future changes and problem areas that need to be addressed. This will also be made available to membership; use Atty’s document from 2019. Identify what unique aspects of our Association need to be addressed and provide timeframe for when to propose to membership.
- Work to carry out this roadmap with input from the membership and legal input once budget is approved
- Provide regular updates to the Board

Special: Exploratory Fence

Chairperson: Gene Lewis; Board Liaison: Jon King

Directives:

- Document actual process for getting fence installed
 - How does location, type, height, etc affect this process?
 - Can we do *anything* without approvals?
 - If so, what and where?
- Create list of necessary approvals for any fence deemed necessary by the membership