

DRAFT

Tahoe Donner
Committees & Task Forces of the Board of Directors
Guiding Principles of Conduct

While the general duties for committee and task force participants (“Participants”) are specific to the nature and scope of the duties assigned as outlined in the Committee charters, the following standards for conduct are common to all:

General responsibilities

Participants must:

- regularly attend committee and task force meetings,
- review material provided by the Board and the staff in preparation for these meetings,
- review the specific charter of the committee or the task force on which the member is serving
- actively participate in the work at hand

Professional Conduct

In general, Participants must conduct all dealings with vendors and employees with honesty and fairness, and safeguard information that is proprietary to the Association.

1. **No self-dealing**, avoiding participation in work or decisions that materially benefit themselves or their relatives at the expense of the Association. Participants will *not* (a) solicit or receive compensation from the Association for serving on the committee or task force; (2) make promises to vendors unless with prior approval from the Board; (3) solicit or receive any gift, gratuity, favor, entertainment, loan, or any other thing value for themselves or their relatives from a person or company who is seeking a business or financial relationship with the Association; (4) seek preferential treatment for themselves or their relatives; nor (5) use Association property, services, equipment or business for the gain or benefit of themselves or their relatives. When a conflict of interest occurs, the Participant should disclose the conflict and withdraw from any associated discussion, project work or decisions.
2. **Recusal for self-interest**. Participants will recuse themselves from discussions, project work or decisions where they have a direct personal interest that does not extend to all members. Examples where recusal is in order include, but are not limited to, the member interest is not shared, such as discussion about a vendor for which the Committee or Task Force is employed; disciplinary hearings involving a neighbor where the Participant is personally affected by the neighbor’s actions; and disciplinary action considered directly against the Participant. In the latter two situations, the Participant may be a witness, with recusal from subsequent discussions, recommendations and/or decisions. An example where recusal is not in order is discussion regarding changes to amenities, as all members benefit from the discussion.
3. **Protect Association confidential information**. Confidential information includes Association personnel information, Association member records, disciplinary action against members of the Association, assessment collection information for Association members in default, legal disputes

which involve the Association, any matters covered by Attorney-Client privilege for the Association, and any information marked “confidential.” If Participants are unclear as to whether information is confidential, clarification should be sought from the General Manager or a Board liaison to the committee or task force.

4. **Ensure accuracy.** Participants may not knowingly misrepresent facts. All Association data, records and reports must be accurate and truthful and prepared in a proper manner.
5. **Conduct business in accordance with the Committee / Task Force charter.** Committee and Task Force charters will be adhered to in preparing and posting agendas, and noticing meetings. If the Charter is silent, the following guidelines will be followed:
 - Agendas will be prepared and posted to the Association website at least 3 days in advance
 - Standing meetings will be posted to the Association website on an annual basis
 - Special meeting notices, or rescheduled meetings will be posted at least 3 days in advance
 - Ad hoc subcommittee / task force meetings consisting of less than a quorum are encouraged, but not required, to be posted.
6. **Work collaboratively with Association staff.** Directing staff is the responsibility of the General Manager. Participants shall *not* (a) direct Tahoe Donner staff; (b) contact management after hours unless there is an emergency representing a threat of harm to persons or property; (c) harass, threaten or retaliate against employees, vendors, directors, fellow committee members, and owners, whether verbally, physically or otherwise.

Further, it is not within the scope and authority of any committee or task force to deal with employee complaints. If Committee and or task force members are contacted by employees with complaints, the employees shall be instructed to contact senior management or the Board.
7. **Work collaboratively with fellow Participants.** Participants often volunteer due to personal interest in topic or task at hand. With personal interest comes personal opinion, which is as varied as the individuals involved. Participants will respect and listen to the opinions of others, relying on facts and a focus on the interests of the Association at-large to overcome differences and drive to solutions. The Board MUST act in the overall best interest of the Association. Keeping this in mind will result in recommendations that become actionable by the Board.
8. **Act with proper decorum.** Participants must act with respect and dignity and not make personal attacks on others. Accordingly, Participant must focus on issues, not personalities and conduct themselves with courtesy toward each other and toward employees, managing agents, vendors and members of the Association. Participants shall act in accordance with Board decisions and shall not act unilaterally or contrary to the Board’s decisions.

To the extent that the Board has delegated activities that involve enforcing the Associations governing documents, preserving the Associations financial resources, insuring the Associations assets against loss and keeping the common areas in a good state of repair, the requirements for conduct specific to those activities apply to those committees and task forces as they would to the Board.

Thank you for volunteering!